4040.9C

ORDER

4040.9C

FAA AIRCRAFT MANAGEMENT PROGRAM

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DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

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Initiated By: AVN-40

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READEX

RECORD OF CHANGES

DIRECTIVE NO. 4040.9C

CHANGE TO BASIC	SUPPLEMENT			OPTIONAL	CHANGE TO BASIC	SUPPLEMENTS			OPTIONAL

FOREWORD

This order establishes the Federal Aviation Administration Aircraft Management Program; provides policy; delegates authority; and establishes overall responsibility for the operation, maintenance, and management of Federal Aviation Administration aircraft. The Administrator reserves the authority to approve changes in policy, delegation of authority, and assignment of responsibilities contained in this order.

The Director of the Aviation Standards National Field Office is delegated the authority to issue changes to this order and to issue related orders, as necessary, to establish the detailed standards and procedures for the operation, maintenance, and management of FAA aircraft in accordance with the policies and guidance set forth herein.

Donald D. Engen

Donald D. Engen
Administrator

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CHAPTER 1. GENERAL

SECTION 1. INTRODUCTION

1. PURPOSE. This order establishes and describes the objectives of the Federal Aviation Administration (FAA) Aircraft Management Program; provides policy; establishes formal guidelines; and assigns responsibility for the management, operation, and maintenance of the agency aircraft. This order also implements Order DOT 6050.1, Use of Department of Transportation Aircraft.

2. DISTRIBUTION. This order is distributed to Associate Administrators for Administration, Air Traffic, Development and Logistics, Policy and International Aviation, and Aviation Standards; to the division level in the Offices of Accounting, Budget, Aviation Safety, Aviation Medicine, Civil Aviation Security, Airworthiness, and Personnel and Technical Training, the Air Traffic Operations, Plans and Requirements, Systems Engineering, and Program Engineering and Maintenance Services; Rotorcraft Program Office; to the branch level in the Office of Flight Standards; to the branch level in the Aviation Medical, Budget, Civil Aviation Security, Flight Standards, Aircraft Certification, and Human Resource Management Divisions in the regions; to the division level in the Aeronautical Center and the FAA Technical Center; and to all Flight Standards and Flight Inspection Field Offices. This order is also distributed to the branch level at the FAA Academy and to the section level of the Aviation Standards National Field Office.

3. CANCELLATIONS. The following FAA directives are canceled:

a. Order 4000.3C, Certification, Maintenance, and Operation of Agency Aircraft, dated March 3, 1972.

b. Order 4030.3A, Availability of FAA Aircraft for Priority Use, dated October 12, 1967.

c. Order 4040.9B, Operation of FAA Aircraft, dated June 1, 1983.

d. Order 4040.20, Use of Federal Aviation Administration (FAA) Aircraft, dated September 22, 1983.

e. Order 4400.1B, Acquisition of Aircraft for Federal Aviation Administration Use, dated March 28, 1980.

4. EFFECTIVE DATE. This order becomes effective on February 10, 1986, to permit the development and implementation of headquarters, region, and center flight operations orders and supplements.

5. BACKGROUND. It is the policy of the FAA to efficiently and economically utilize resources in meeting mission needs. Under the Federal Aviation Act of 1958, as amended, the agency is authorized to acquire and expend funds for the acquisition, operation, and maintenance of aircraft as is necessary in the exercise and performance of the powers and duties of the Administrator.

A review of the management and operation of DOT/FAA aircraft identified a need to enhance policies, directives, and recordkeeping procedures. A centrally managed FAA Aircraft Program is established by this order to ensure the efficient management and utilization of these resources.

6. EXPLANATION OF CHANGES. Parts of FAA Order 4040.9B, Operation of FAA Aircraft, and other related orders covering the operation and management of the FAA aircraft fleet have been incorporated into this order. This order consolidates aircraft program policy and guidance information in one document. There are several new policy statements and guidelines. The significant changes are:

a. The title has been changed from Operation of FAA Aircraft to FAA Aircraft Management Program.

b. The distribution codes have been changed to fit the current distribution system designations.

c. Order 4040.9B, chapter 1, has been rewritten. Policy statements and assignment of responsibilities from the canceled orders have been included in sections 2 and 3.

d. The contents of chapter 2, Flight Program Guidelines, have been redistributed, modified, or replaced by new material pertaining to management of the aircraft program.

e. This order incorporates FAA Order 4040.20, Use of Federal Aviation Administration (FAA) Aircraft, which implemented Order DOT 6050.1, Use of Department of Transportation Aircraft.

f. This order establishes FAA Form 4040-7, Aircraft Program Crewmember Authorization and Data, to record the aircraft program crew authorization and data information.

g. FAA Form 4040-6, FAA Aircraft Request and Use Record, has been revised. (Temporarily, a pen-and-ink change is permitted on existing stock until a revised form is made available.)

h. The Director, Aviation Standards National Field Office (AVN), is assigned full responsibility for managing the agency aircraft program in accordance with agency policy and guidelines.

i. Changes to flight operations and maintenance orders and supplements are subject to the approval of the Director, AVN.

j. FAA Order 4400.1B, Acquisition of Aircraft for Federal Aviation Administration Use, has been incorporated into chapter 3.

k. The contents of chapter 3, Operation of FAA Aircraft, have been removed. Separate orders for the operation of agency aircraft will be issued to cover regions, centers, and headquarters (including AVN) flight operations.

l. The original chapters 4, 5, 6, and 7 have been condensed and renumbered chapters 5, 6, 7, and 4 respectively.

m. Appendix 1 has been replaced by a new appendix pertaining to transportation agreements.

n. Appendix 3 has been removed and will be incorporated in appropriate operations and maintenance orders.

7. DEFINITIONS.

a. DOT Senior-Level Officials. For the purpose of this order only, DOT senior-level officials refer to the Secretary and the Deputy Secretary of Transportation, the U.S. Coast Guard Commandant and the Vice Commandant, the FAA Administrator and the Deputy Administrator.

b. Mission Aircraft. Aircraft whose current approved configuration and primary mission tasking are in operational support of one or more specific FAA missions. Mission aircraft may have the capability for carrying passengers and cargo but are not primarily tasked to carry out administrative support of FAA missions. Mission aircraft may include, but are not limited to, aircraft used for surveillance, evaluation, currency, formal training, research and development, flight inspections, etc.

c. Mission Requirement. A requirement which must be accomplished in order to carry out FAA's responsibilities under the law.

d. Passengers. Includes all persons transported on an FAA aircraft except for the flightcrew of the aircraft and any persons whose presence on the aircraft is essential or directly related to the accomplishment of the mission.

e. Nonofficial Travelers. Includes anyone for whom an agency of the Federal Government is not authorized to pay or reimburse transportation or other travel expenses for a particular trip. In most cases, this would include spouses, dependents, and other non-Government employees.

f. Additional definitions limited to this program are provided in appropriate sections pertaining to the subject matter.

8. AUTHORITY TO CHANGE THIS ORDER. The Director of the Aviation Standards National Field Office is delegated the authority to issue nonpolicy changes to this and related orders that are necessary to establish the detailed standards and procedures for the operation, maintenance, and management of FAA aircraft in accordance with the policies and guidance set forth herein. Supplements to this order are to be severely restricted and reviewed by the Director, AVN, prior to issuance by the regions or centers.

9. GENERAL NOTE. The Automatic Data Processing (ADP) records system, forms, and procedures for the filing of forms are undergoing revision. Until revised/new forms and instructions are available, follow standard procedures until an order or notice of change is issued.

10.-19. RESERVED.

SECTION 2. POLICY

20. GENERAL. This order establishes and describes the FAA Aircraft Management Program. Also, detailed policy statements and guidelines are contained insubsequent sections of this order where appropriate.

a. The Federal Aviation Administration has statutory responsibility to maintain a safe, common system for the utilization of airspace and the operation of aircraft therein. To effect a safe air transportation system, the agency will pursue an aggressive test and evaluation program of the air navigation, control, communications, and aircraft operating system including standards development and training. To accomplish this, the agency will acquire, manage, and operate a fleet of aircraft to perform its mission.

b. Aircraft operated by the agency will be centrally managed through the FAA Aircraft Management Program administered by the Director, AVN.

21. CERTIFICATION, OPERATION, AND MAINTENANCE. Aircraft operated by the agency are public aircraft and, as such, are not subject to the Federal Aviation Regulations (FAR's), except for those regulations prescribed under the authority of Sections 307(a), 307(c), and 501 of the Federal Aviation Act of 1958 pertaining to the use of airspace, the control of air traffic, and aircraft registration, respectively. However, it is policy that agency aircraft will be:

a. Certificated, operated, and maintained in accordance with the FAR's unless a deviation from this policy is approved by the Director, AVN. For the purposes of this order, the term, "agency aircraft" means aircraft used exclusively in the service of the agency and includes aircraft owned, leased, rented, under military bailment, or otherwise in possession of the agency for the purpose of flight, ground test, or school use.

b. Operated in compliance with FAR 91 by pilots and aircrews certificated in accordance with FAR Parts 61, 63, 65, and 67. The same standards, procedures, and proficiency requirements shall be applied as those applied to the equivalent private and industry sectors. A deviation from this policy may be approved by the Director, AVN, when mission requirements so dictate; i.e., military pilots, special R&D projects, subject pilots used in test and evaluation projects, etc.

c. Certificated and maintained in accordance with FAR Part 21, Subpart H, and Part 43, except for those aircraft authorized by the Director, AVN, to be operated indefinitely or temporarily as noncertificated aircraft. An approved maintenance and inspection system for agency-owned aircraft will be prescribed in an appropriate aircraft maintenance manual.

22. EXEMPTIONS OR WAIVERS FROM RULES PERTAINING TO AIRSPACE AND AIR TRAFFIC. Since the agency must comply with the Federal Aviation Regulations pertaining to airspace and air traffic control as a matter of law and not of policy, exemptions or waivers will not be granted by directive but should be obtained as provided in the regulations. Accordingly, an exemption or waiver shall be obtained by:

a. Application for certificate of waiver from the flight rules of Part 91, Subpart B, as provided in that part, and

b. Petition for an exemption from other rules shall be made as provided in Part 11.

23. DEVIATIONS FROM POLICY TO COMPLY WITH OTHER REGULATIONS. Deviations from agency policy to comply with regulations other than those pertaining to airspace and air traffic may be granted to the Director, AVN, by the Administrator when compliance with the specific provisions of a regulation would be impractical or would unduly hinder or prevent the safe and efficient accomplishment of the agency's mission. Normally, it is expected that approval of deviations will be limited to aircraft involved in research and development (R&D) projects and flight inspection and to those deviations necessary to enable the agency to effectively use military or other public aircraft in its flight program without derogating safety.

24. USE BY OTHER GOVERNMENT AGENCIES. It is the policy of the agency to furnish aircraft with crews for the sole use of officials of other Federal agencies through the use of an interagency reimbursement agreement when:

a. The aircraft is not scheduled for official use by agency personnel.

b. An agreement has been reached in advance for appropriate reimbursement.

c. The agreement is on file at both the approving and flight scheduling offices, and has been coordinated with the Associate Administrator for Aviation Standards and signed by one of the following officials:

(1) Regional director for regionally assigned aircraft.

(2) Center directors for FAA Technical Center and FAA Academy aircraft.

(3) Director, Aviation Standards National Field Office for AVN aircraft (including aircraft assigned to Washington Hangar 6 operations).

The reimbursement provision may be waived following procedures contained in Order 2500.35C, Reimbursable Agreements Covering Services and Material Provided by the FAA.

25. CONGRESSIONAL TRAVEL. It is Departmental policy to provide aircraft for transportation of Congressional travelers when such usage is in the best interest of the Federal Government.

a. Approval authority for Congressional travel rests with the Assistant Secretary for Governmental Affairs.

b. The requests received directly by the FAA are to be processed through the Special Projects Staff, AOA-10, along with appropriate cost information.

c. For nonroutine situations, where expediency precludes normal approval actions (e.g., requests which occur on weekends, holidays, etc., that require prompt action), the approval authority for handling Congressional requests, in these instances, shall be at the Administrator, Deputy Administrator, or Associate Administrator for Aviation Standards level in the Washington area and the regional or center directors or Director, AVN, in the field. Documentation of the justification and cost data for such use shall be submitted to AOA-10 as soon as possible after the requirement has been satisfied.

26. COMPENSATION/REIMBURSEMENT. By definition in Title 14, Code of Federal Regulations, 14 CFR, Part 1, "Public Aircraft," does not include any agency aircraft engaged in carrying persons or property for commercial (compensation) purposes. Situations will arise in which reimbursement for travel or services provided to others in agency aircraft are deemed necessary and appropriate. Compensation/reimbursement rates are to be established by the Office of Budget within the same guidelines imposed upon the private sector in accordance with FAR 91.181 and the preamble material thereto.

27. USE OF AIRCRAFT FOR OFFICIAL TRAVEL (TRANSPORTATION).

a. It is FAA policy to use commercial transportation to the maximum extent practicable consistent with effectively and economically meeting mission needs. Flights on FAA aircraft for transportation purposes, regardless of the senior-level official on board, will be limited to those circumstances when such flights are clearly in the best interest of the Federal Government from an economical or mission accomplishment standpoint and have been approved in accordance with the guidance contained in this order (chapter 2, section 5).

b. It is the policy of the agency to authorize the use of FAA aircraft to transport official and specific unofficial passengers and/or cargo when economically justified. Such use is to be restricted and controlled. The final determination as to whether to use agency aircraft or other means of transportation is spelled out in detail in appropriate program and operations directives.

c. It is the policy of the agency to authorize and encourage all agency personnel qualified as pilots to utilize private, rented, or club aircraft on official travel when that mode of transportation is at least as economical as other available means in accordance with FAA Order 1500.14, Travel.

28. TRANSPORTATION OF SPOUSES, DEPENDENTS, AND OTHER NONOFFICIAL TRAVELERS. It is the policy of the agency generally to prohibit the carriage of spouses, dependents, and other nonofficial travelers as passengers on agency aircraft when such personnel are not in an official travel status. In those instances where such transportation is permitted, transportation will be provided on a space-available basis and must be unquestionably in the national or public interest including necessary diplomatic or public relations purposes.

29. PROFICIENCY AND TRAINING. The FAA establishes and enforces safety regulations pertaining to aircraft operations, airworthiness, and air traffic control which impact the private sector. Staff personnel with a high level of pilot experience, competency, and proficiency are required to accomplish the assigned mission and perform job functions in a professional manner.

a. It is the policy of the agency to provide a sufficiently high level of current flight experience and exposure to authorized flight personnel equivalent to that of their counterparts in the public sector.

b. It is not the policy of the agency to train personnel to become pilots. The policy is to provide training and flight-hours to establish and maintain proficiency in specific aircraft types for the performance of the assigned job functions. The policy is to maintain proficiency primarily through the use of mission accomplishment flights or formal flight training courses and not through the use of currency flight-hours.

The minimum flight-hours and procedures specified in related orders are to reflect the needs of each authorized position on an individual basis. The Office of Flight Operations in conjunction with the Office of Personnel and Training is to provide the criteria, minimum flight-hour, and proficiency standards for those positions/personnel expected to participate in the flight program.

30. RECORDS AND REPORTS. The agency is required to establish the necessary recordation procedures on the use, operation, maintenance, and cost figures of agency aircraft and associated resources.

The use of agency aircraft, including the carriage of passengers and cargo, shall be recorded, reported, and maintained under such procedures as the Director, AVN, shall prescribe. Additional records and reports may be prescribed by the heads of responsible organizations.

31.-39. RESERVED.

SECTION 3. ASSIGNMENT OF RESPONSIBILITIES

40. RESPONSIBILITIES OF THE DIRECTOR, AVIATION STANDARDS NATIONAL FIELD OFFICE. The Director, AVN, is responsible for:

a. Administering the FAA Aircraft Management Program by establishing, in this and subsequent orders, detailed standards and procedures governing the program.

b. Administering the Washington Headquarters Flight Program. The Directorshall function as the headquarters focal point for administering and servicingall participating organizations. The Director shall program and allocateaircraft flight-hours, establish priorities, and schedule the use of and provide aircraft for the Washington headquarters organizations. In addition, the Director shall establish and maintain the user data base records, provide the user organizations with reports on program accomplishment, and recommend removal of pilots from the program who do not maintain the required level of proficiency or currency. The Director may also require reductions in both the number of participants and the allocated flight-hours on the basis of inadequate justification, overprogramming, and/or insufficient resources.

c. Developing and issuing orders, standards, and procedures governing the safe, efficient, and economical use of FAA aircraft. The Director in this capacity shall:

(1) Identify those regulations under which FAA aircraft will be certificated, maintained, and operated.

(2) Waive the policy to comply with such regulations when compliance with the specific provision of a regulation would be impractical or would unduly hinder or prevent the safe and efficient accomplishment of the agency's mission.

(3) Develop and recommend policies to be incorporated into agency directives pertaining to the Aircraft Management Program.

d. Leasing, renting, or otherwise acquiring rental or nonflyable aircraft as stipulated in chapter 3 of this order.

e. Developing plans, performing studies, and making recommendations for approval by the Administrator on the acquisition or disposal of agency aircraft.

f. Assigning and reassigning aircraft to the custody of agency organizational elements for use in the accomplishment of agency objectives.

g. Designating special-purpose aircraft to be used to achieve mission requirements (i.e., transportation, logistics, training, R&D, etc.).

h. Publishing additional detailed guidelines and procedures as required. The Director shall prescribe the necessary forms, records, and reports required to provide for the overall effective implementation and administration of the policies and guidelines contained in this order.

41. RESPONSIBILITIES OF ASSOCIATE ADMINISTRATORS AND SERVICE/OFFICE DIRECTORS. Associate Administrators and service/office directors reporting to the Administrator in the Washington headquarters are responsible for:

a. Developing organizational and aircraft program flight-hour and participation requirements.

b. Designating, in writing, individuals authorized to participate in the FAA aircraft program as pilots-in-command, seconds-in-command, or air crewmembers. Participation in the program as flight crewmembers will be limited to personnel who have a job-connected need to maintain flight proficiency in accordance with the standards and qualifications criteria prescribed in appropriate operating directives. Participation as air crewmembers is limited to personnel who have flight mission responsibilities involved with the use, but not the operation, of aircraft. The authority to designate such participants may not be delegated.

c. The submission of aircraft program budget requirements and a list of authorized participants to the Director, AVN, on an annual basis.

d. Authorizing the carriage of passengers in agency aircraft in accordance with the policy and guidelines prescribed in this and related orders.

e. Conducting quarterly reviews of program accomplishments and revalidating pilot participation and continued eligibility.

42. RESPONSIBILITIES OF THE OFFICE OF BUDGET. The Office of Budget, in consultation with AVN, is responsible for:

a. Setting appropriate reimbursable rates in compliance with FAR 91.181 without creating a requirement to obtain an operating certificate.

b. Developing procedures for execution of reimbursable agreements pertaining to transportation, logistics, and/or services.

c. Reviewing, consolidating, and approving the total aircraft program budget submission and allocating approved resources.

43. RESPONSIBILITIES OF THE OFFICE OF ACCOUNTING. The Office of Accounting, in coordination with AVN, is responsible for:

a. Providing cost accounting support that meets the needs of the aircraft programs and

b. Developing procedures for interagency billing, collecting, and other related general accounting functions.

44. RESPONSIBILITIES OF REGION AND CENTER DIRECTORS. Region and Center Directors are responsible for:

a. Developing regional or center annual flight-hour and aircraft program requirements.

b. Designating, in writing, individuals authorized to participate in the FAA flight program as pilots-in-command, seconds-in-command, or air crewmembers. The authority to designate may not be delegated and shall be in accordance with the standards and qualifications criteria prescribed in this and related orders.

c. The submission of aircraft program budget requirements and the list of authorized participants, on an annual basis, to the Director, AVN.

d. Open market or contract rental of small aircraft in support of the approved regional flight program utilizing approved fiscal resources as specified in chapter 3 of this order.

e. Authorizing the carriage of passengers in agency aircraft in accordance with the policy and guidelines prescribed in this and related orders.

f. Administering the region/center flight program, approving participants, scheduling use of aircraft and simulators, and ensuring safe and efficient flight operations in accordance with policies and procedures governing the program.

g. Conducting quarterly reviews of program accomplishments and revalidating pilot participation and continued eligibility. Adding to or removing from the program pilots who are no longer eligible due to changes in positions or transfer qualifications or who cannot be supported due to resource limitations.

45. RESPONSIBILITIES OF THE DIRECTOR OF THE OFFICE OF FLIGHT OPERATIONS. The Director of Flight Operations is responsible for:

a. Reviewing and processing exemptions or waivers from the rules pertaining to airspace and air traffic submitted by the aircraft program manager (Director, AVN).

b. Developing, approving, and establishing appropriate workload, staffing, job performance standards, and criteria for the general use of all flight standards aircraft user organizations in the development and execution of the annual flight programs (FAA Order 1800.12 series, Flight Standards Program Guidelines).

46. ASSISTANT SECRETARY FOR GOVERNMENTAL AFFAIRS. The Assistant Secretary is responsible for the review and approval of all flight requests for travel on agency aircraft for members of Congress and their staffs and/or spouses and/or dependents.

47. SPECIAL PROJECTS STAFF, AOA-10. The Special Projects Staff is responsible for coordinating all requests for the transportation of Congressional travelers requiring Departmental approval.

48. APPROVAL AUTHORITY. The approval authority assigned by this order cannot be delegated below that prescribed without prior approval of the Administrator. This paragraph specifies in detail those positions authorized to approve passengers and other flights. Specific exceptions have been provided to cover emergency and certain repetitive situations. However, the approving official identified below must still be informed as soon as practical. This official retains the final responsibility for the approval of a flight, even if after the fact.

a. Transportation as Primary Purpose. When FAA aircraft are used for the primary purpose of transportation of DOT officials/employees and other official travelers, the approval authority shall be no lower than:

(1) The Deputy Administrator for transportation flights originating from the Washington, D.C., area;

(2) The region or center director for transportation flights originating within the director's area of responsibility and outside of the Washington, D.C., headquarters area; or

(3) The Director, AVN, for transportation flights originating outside the Washington, D.C., area involving AVN-assigned aircraft.

b. Transportation as Secondary Purpose. The transportation of passengers as a secondary purpose of flight is covered in chapter 2, section 5. The approval authority for passengers shall be no lower than:

(1) The Associate Administrator and Director levels for those directors who report directly to the Administrator for flights where transportation is the secondary purpose of the flights for flights originating in the Washington, D.C., area; or

(2) The regional, center, or AVN division manager level responsible for administering the region/center/AVN flight program for secondary purpose transportation flights originating outside the Washington, D.C., area.

c. Emergency Situation. Officials responsible for approving the use offlight-hours are authorized to approve passengers on FAA aircraft in emergencysituations. In these cases, the officials authorizing the transportation shall notify the appropriate approving officials identified above as soon as practical. The circumstances and documentation, including cost data, are to be provided and included in the aircraft use records.

d. Transportation of Spouses, Dependents, and Other Nonofficial Travelers. The approval authority shall be no lower than the Deputy Administrator for any transportation which involves spouses, dependents, and other nonofficial travelers (except for blanket approval of recurring situations in remote locations and recurring classes of passengers specifically identified in chapter 2, section 5, regardless of whether the transportation is the primary or secondary purpose of the flights).

e. Transportation on Space-Available Basis. The approval authority for the carriage of eligible passengers covered in paragraph 242c is the manager of the office responsible for the flight. This approval authority is not to be further delegated. The pilot-in-command of an approved flight originating away from the home office may carry eligible passengers at his/her discretion subject to the criteria of paragraph 242c.

f. Other Flights. The approval authority for all other flights (mission, training, evaluation, etc.) of FAA aircraft shall be delegated no lower than the GS/GM-15 (or facility manager) who is responsible for the utilization of allocated flight-hours and/or fiscal resources. In Washington, officials ranked below the Deputy Administrator, and in the field, officials ranked below the region/center director, or equivalent, shall not approve their own flights. On exception bases, officials below these levels may approve their own flights only when prior approval is not practical (e.g., unscheduled flights, emergencies, etc.). Such flights must be approved by the appropriate officials as soon as possible after completion of the flights. Telephone approvals may be obtained for flights originating at locations remote from the approving offices. For example, district office managers may be authorized to approve flights by their subordinates but cannot approve their own flights.

49.-199. RESERVED.

CHAPTER 2. AIRCRAFT MANAGEMENT PROGRAM

SECTION 1. OBJECTIVES

200. GENERAL. The Director, AVN, as manager of the program, will establish the necessary standards and procedures to properly administer the Aircraft Management Program.

201. OBJECTIVES. The objectives of the Aircraft Management Program established by this order are to provide:

a. A planned, controlled system of acquisition, operation, and maintenance of all agency aircraft.

b. A means to efficiently and economically utilize these resources in meeting the agency mission requirements.

c. Standards, procedures, and criteria for the safe and economical use of the agency aircraft.

d. A historical record on the use, operation, maintenance, and cost of the aircraft fleet and flight activities.

e. A flight inspection capability in support of the agency's responsibility for operation and maintenance of the common system of air navigation and traffic control within federally controlled airspace. This includes private, public, military, and foreign government owned and operated facilities.

f. Logistics services as required to assure timely, cost-effective transportation of goods and/or services in support of the agency mission.

g. A formal flight program for proficiency and training of specified agency personnel to establish, maintain, and assure a level of proficiency and state-of-the-art awareness necessary for the professional performance of the duties of the assigned positions.

h. A means for the agency to accomplish independent research and development programs in support of the National Airspace System, certification, and regulatory functions.

202. ACTION. To achieve these objectives, the Director, AVN, will:

a. Establish criteria for the acquisition and assignment of agency aircraft.

b. Establish criteria for the assignment of individuals designated to participate in the flight program.

c. Establish and maintain an aircraft maintenance and modification program to assure the continued airworthiness of agency-owned, -leased, or -operated aircraft.

d. Manage, operate, and maintain the flight inspection program of the agency.

e. Establish criteria and procedures for documenting, recording, and reviewing the use of agency aircraft program resources. Such records are to be maintained for post audit and analysis.

f. Review and monitor requests for allocation and expenditures of resources assigned to the aircraft program.

203.-209. RESERVED.

SECTION 2. FLIGHT PROGRAM PARTICIPATION

210. PARTICIPATION. Persons designated and authorized to participate in the flight program must occupy one of the following types of positions:

a. Positions which are directly related to the modernization, operation, and maintenance of the National Airspace System.

b. Positions which are directly related to and support the promulgation and/or enforcement of Federal Aviation Regulations.

c. Positions charged with the responsibilities for performing special projects related to or concerning safety of flight.

The official position description and/or job functions must identify a requirement to participate in the flight program as an air crewmember.

211. CATEGORIES OF POSITIONS. The participants in the flight program perform a variety of job tasks and functions which require different skills, levels of proficiency, and degrees of participation. The positions include full-time pilot, part-time pilot, occasional pilot, and nonpilot crewmember positions. The participants must be assigned to and performing the functions of positions falling in one of the following categories:

a. Full-Time Pilots. These are positions where piloting an aircraft is the primary job activity and the position is classified in the General Schedule, GS-2181 series. Normally, these are pilot personnel whose job functions require flying in excess of 48 hours annually and include the following:

(1) Flight Inspection or other AVN Pilots.

(2) Experimental/Engineering Test Pilots (Certification Directorates).

(3) Headquarters Aircraft Management Staff Pilots (Hangar 6).

(4) Research and Development (R&D) Project Pilots (Technical Center).

b. Part-Time Pilots. These are positions where the job functions routinely require the piloting of aircraft to accomplish the assigned work activities. These positions are normally classifed in the GS-1825 series and involve personnel required to fly aircraft in excess of 24 hours per year but not on a full-time basis.

(1) Field Office Aviation Safety Inspectors (Operations).

(2) Training Instructor Pilots (FAA Academy).

(3) Positions with a significant amount of piloting duties involved in flight operations, standardization, logistics, evaluation, flight procedures, and proficiency check rides.

c. Occasional Pilots. These are positions with documented job assignments requiring the use of an aircraft to perform, evaluate, and maintain familiarity with aircraft, airways, airports, and air traffic control system operations, performance, procedures, and equipment. These individuals have the responsibility for supervising/managing the programs or pilots and for determining the need for, adequacy of, and application of regulations. These positions are normally region, center, or headquarters staff positions and may include designated personnel in the field offices. The designation of such participants is at the discretion of the region and center directors, Associate Administrators, and service/office directors. It is expected that these positions require the use of an aircraft in excess of 24 flight-hours per year for mission accomplishment (evaluation work).

d. Nonpilot Participants. A fourth category of authorized participants in the flight program is the nonpilot/nonpassenger "air crewmember," as distinguished from flight crewmember. These individuals perform functions and duties associated with the purpose of the flight or operation of the aircraft. They will be listed as crewmembers and not as passengers on Forms 4040-5 or -6. (Exception: Flight engineers who are required by regulation or aircraft flight manual to be on board large aircraft are considered to be flight crewmembers.) These nonpilot participants:

(1) Are generally flight inspection technicians, flight engineers, R&D project specialists, test subjects, engineering or maintenance specialists, official observers, etc. These are occupants of the aircraft who routinely or only occasionally participate in the program, who are not classified as passengers (transportation purposes) or pilots, and who do not normally receive formal flight training, currency, or log pilot time.

(2) Will be designated and authorized to participate in the flight program and will be assigned appropriate crewmember numbers.

(3) Who are frequent flyers will be assigned permanent crew numbers. The official position descriptions should reflect the need to participate in flight operations activities.

(4) Who are infrequent, occasional, or special one-time test subjects will be assigned the same common crewmember number 999, at the time of the flights, for record purposes.

212. DESIGNATION OF PROGRAM PARTICIPANTS. Associate Administrators and service/office, region, and center directors reporting directly to the Administrator are responsible for authorizing individuals to participate in the FAA Flight Program (chapter 1, section 3). Designations are to be made in writing in accordance with the following guidelines:

a. A master list is to be established and maintained in the Aircraft Management Information System (AMIS) data base. The Director, AVN, shall consolidate and maintain the master list from data contained on the FAA Form 4040-7, Aircraft Program Crewmember Authorization and Data.

b. The number of pilots actually designated each fiscal year shall be limited to those individuals who have an established need and may reasonably be expected to maintain currency within the allocated flight-hours or fiscal program resources.

c. Each pilot shall be designated as either "pilot-in-command" (PIC) or "second-in-command"(SIC). The SIC designation should be utilized for personnel finding it difficult to fly regularly due to higher priority responsibilities and for others not requiring PIC status. The SIC designation permits individuals to participate in the flight program without having to fulfill all of the PIC currency and proficiency check flight requirements.

d. Each PIC designation shall identify the types of aircraft/rental categories, including rotary wing, that the pilot is authorized to fly. The aircraft types authorized should be limited to as few aircraft as practicable for safety and economy reasons. It must, however, be sufficient for the accomplishment of the mission concerned. In no case will a person be authorized to maintain PIC status in more than two "large" and/or turbojet aircraft other than the Cessna C-500 series aircraft without the approval of the Director, AVN. Specific aircraft certification and R&D flight test pilots are authorized to maintain PIC status in no more than three "large" and/or turbojet aircraft excluding the Cessna C-500 series aircraft.

e. Each designated crewmember shall be identified and authorized by the use of FAA Form 4040-7, Aircraft Program Crewmember Authorization and Data. All additions, deletions, or changes to the basic data shall be made utilizing FAA form 4040-7, as changes occur.

f. The list of designated crewmembers shall be reviewed and adjusted quarterly and revalidated annually (during the month of October) by the authorizing organization. Copies of the current master list may be obtained through the AMIS System Manager (AVN-40).

g. Employees of other agencies, military personnel, manufacturer's representatives, and other non-pilot personnel covered by paragraph 211d(4) may be authorized to participate in the flight program by the official having jurisdiction over allocated flight-hours just prior to flight. These participants will be assigned the general crewmember number 999 for that flight.

h. It is the responsibility of the using organization to control and manage the assignment of participants and the use of resources so as to remain within the approved program and flight-hour allocation. Participants who fail to maintain the required minimum level of currency or meet participation standards during any 180-day period will be automatically removed from the program.

213. FLIGHT-HOURS. Participant flight-hours will vary from position to position depending upon the job requirements. Full-time pilots will fly more hours than the other pilots. They will be required to maintain a higher level of both ratings and proficiency. In addition, they will probably fly more types of complex aircraft than others. As a result, these participants will utilize more flight-hours in recurrent training and proficiency than some of the other participants. At the other end of the spectrum, a position requiring evaluation of the air traffic system or the airway system may utilize a light twin or small, single-engine aircraft and require only a basic rating, a minimum of job performance flight time, and a minimum level of proficiency. The amount of flight time required to perform the job functions will be established through the job performance standards and the program guidelines containing job function planning norms. The proficiency level to be maintained will be determined by the position and its importance in the accomplishment of the mission.

214.-219. RESERVED.

SECTION 3. AUTHORIZED USE OF AGENCY AIRCRAFT

220. GENERAL. Agency aircraft are assigned to specific segments of the organization to support defined official programs. Generally, FAA aircraft are to be used for the official purposes for which they were acquired. However, to achieve maximum efficiency and effectiveness, the agency authorizes the use of agency-operated aircraft for other official purposes when such use is practical and/or economically desirable.

221. ADMINISTRATIVE APPROVAL. All flights involving the use of agency-operated aircraft, regardless of location and assignment and whether for official purposes of the agency or for purposes of other Government agencies on a reimbursable basis, are subject to the following:

a. Specific job functions, flight-hour requirements, and purposes of flight are identified in FAA Order 1800.12 series, Flight Standards Program Guidelines. The program flight-hour requirements and resulting allocations are developed, justified, and allocated administratively through the budget process.

b. Flight-hours are allocated to the Associate Administrators and to the director level for those directors who report directly to the Administrator and to the region and center directors. The heads of these organizations are, therefore, directly responsible for the effective, efficient, and economical utilization of the allocated flight-hours. Except as provided for in chapter 1, section 3, the above associates and directors may delegate the authority to approve the use of allocated flight-hours to lower organizational levels. Within the Washington headquarters, this authority will not be delegated below the division level.

c. Each flight or series of flights constituting a one-time use of agency-operated aircraft must be justified on the basis of necessity, economy, and efficiency and shall be subject to prior administrative review and approval that will assure prudent and effective utilization of program resources.

222. PRIMARY USES. The primary mission and the personnel involved will normally determine the job function supported and the purpose of the flight. Use of agency aircraft will be authorized for the following general purposes:

a. Flight Inspection. This function pertains to in-flight investigation and evaluation of air navigation aids and instrument flight procedures to ascertain or verify that the aids and procedures meet established tolerances and provide safe operations for their intended use. These are normally special-purpose-mission aircraft operated by the Flight Programs Division, Aviation Standards National Field Office. The flight operations are detailed in FAA Order VN 4040.1 series.

b. Logistics. This function pertains to the transportation of personnel and material via air for FAA mission purposes and associated activities. Normally this involves the emergency movement of airway ground equipment, aircraft parts, and maintenance crews when commercial sources are not available or timely.

c. Training. This function pertains to all flights and flight-hours directly related to formal training courses, including instructor qualification and standardization (IQ&S), and recurrency training. For record purposes, this includes all training accomplished in FAA-owned, -leased, and -rented aircraft or simulators, including contracted training flight-hours. Only those organizations providing approved training courses are authorized the use of aircraft to this purpose. Normally, formal in-agency training is accomplished by the Aeronautical Center and the Headquarters Aircraft Management Staff, AVN-6.

d. Research and Development. This function pertains to all flights directly related to research, development, and evaluation of new electronic aids, air traffic procedures, aircraft improvement, aviation medical research, etc., under established R&D projects.

e. Evaluation, Currency, and Transportation. This function pertains to other authorized flights in agency-owned, -leased, -rented, or -operated aircraft. The exception to this is those aircraft or flights involving official travel under Order 1500.14A, Travel, and reimbursed from official travel funds.

223. OTHER USES AND EMERGENCY SITUATIONS. There are occasions when compelling circumstances require the use of agency aircraft for other purposes. In these situations, the following applies:

a. The Director, AVN, as manager of the FAA Aircraft Management Program (paragraph 40f), may assign or reassign aircraft to respond to special requirements. Such use of the aircraft will be coordinated with the appropriate region or center director.

b. Compelling circumstances which require the use of agency aircraft for emergency transportation or logistics support purposes will take precedence over regular aircraft assignments.

c. The region or center director may use assigned aircraft in support of his/her responsibilities during or resulting from emergency situations within his/her jurisdiction.

d. Aircraft will be made available on a priority basis to transport key personnel of FAA and the National Transportation Safety Board (NTSB) to the scene of major aircraft accidents in accordance with Order 4030.4, FAA Furnished Transportation to Scenes of Major Aircraft Accidents and Incidents.

e. Upon declaration of a national emergency by the President, aircraft will be made available in accordance with Order 1900.1D, FAA Emergency Operations Plan.

224.-229. RESERVED.

SECTION 4. EVALUATION, CURRENCY, AND TRANSPORTATION (ECT)

230. GENERAL. Aircraft utilized in flight inspection; R&D; and, to some extent, logistics are special purpose aircraft configured to support a specific agency mission. All other aircraft are utilized for training, evaluation, currency, and/or transportation. The utilization and operation of aircraft will be addressed in other appropriate directives pertaining to these program functions. Only ECT are addressed herein in detail.

231. CRITERIA. To be involved in the flight program, the pilot participants are expected to require the use of an aircraft to perform official FAA business or meet specific job performance requirements. Pilots are expected to fly a minimum of 24 hours each year (6 hours per quarter) to remain in the program. Normally, mission, private, military, formal training, or evaluation flight time should be sufficient to meet the recent flight experience (currency) requirements of FAR 61 without listing currency as a purpose of flight. Occasionally a pilot is unable to fulfill the minimum flight hours per quarter before the end of a quarter, is in need of practice flying to prepare for a check ride, or needs to become familiar or proficient with a specific aircraft or system for mission purposes. In this case, a currency flight may be appropriate, scheduled, and approved; otherwise, evaluation should be the most frequent purpose of flight.

232. EVALUATION. Evaluation for the purposes of this order is a work assignment normally performed by headquarters and staff personnel wherein an aircraft is required to perform properly the assigned job function. It is that flight time expended in performing work functions involved with appraisal, review, or familiarization of FAA operations and functional requirements. An evaluation flight implies that the results will be documented in a written report. The use of the aircraft shall not be for the primary purpose of transportation/travel. Evaluation flights include, but are not limited to:

a. Air Traffic evaluation of the Air Traffic Control System (Air Traffic personnel only).

b. Air traffic control specialist familiarization flights (Air Traffic personnel only).

c. Airway facilities specialist familiarization, observation, and system evaluation of system performance (Airway Facilities personnel only).

d. Evaluation of airport lighting systems.

e. Evaluation of new aircraft types (Aviation Standards, and Flight Standards personnel).

f. Evaluation of flight inspection procedures (Aviation Standards personnel only).

g. Evaluation of ground facilities using the Portable Flight Inspection Package (PFIP) (Aviation Standards personnel only).

h. Evaluation of new equipment in aircraft (Aviation Standards, Flight Standards, and R&D personnel).

i. Evaluation of safety procedures, including cockpit workload, improved techniques, crew coordination, etc. (Aviation Standards and Flight Standards personnel only).

j. Evaluation of air traffic control system and instrument approach procedures (Aviation Standards and Flight Standards personnel only).

k. Evaluation of airman written and practical examination test material or standards development (Aviation Standards personnel only).

l. Airport evaluations/inspections (Aviation Standards, Flight Standards, and Airport personnel only).

m. Aircraft maintenance and engineering test flight activities (Flight Standards and Aviation Standards National Field Office personnel).

233. CURRENCY. Currency is that flight time logged by flight crew participants in order for them to become or remain fully qualified and proficient to operate agency aircraft as pilots-in-command, seconds-in-command (when required by the flight manual), or flight engineers. Since every hour of flying contributes to the maintenance of a pilot's currency, all flight time for whatever purpose, whether accomplished in privately owned, military, or agency aircraft, is creditable toward the quarterly and annual flight time requirement. Currency is to be utilized as the purpose of flight when it appears that the normal, mission-oriented flight time will be insufficient for the pilot to remain in the program.

Currency can be divided into two elements: (1) That flight time required to maintain the "recent flight experience" requirements of both the FAR's and the agency flight program; and (2) Proficiency - that flight time utilized to maintain one's skills through practice of unusual flight maneuvers, emergency procedures, instrument approaches, flight checks, etc. Currency flights include the following:

a. Flights to meet the recent flight experience requirement of FAR 61. All pilots authorized to participate in the agency flight program are authorized flight-hours for this purpose, but only when normal flight assignments are insufficient to meet the minimum regulatory requirements.

b. Informal training flights and initial qualification check flights other than those provided in approved training courses.

c. Proficiency flights that are required for a pilot to remain in the flight program which are over and above the recent flight experience required by regulation or to meet specific proficiency levels required by position performance standards or job functions.

(1) Proficiency flight-hours are those hours specifically utilized to perfect one's skills and techniques so that one can demonstrate a professional image when representing the FAA in the industry and private sectors.

(2) Proficiency flights will normally encompass flight maneuvers required for check rides, such as stalls, emergency procedures, engine out, etc.; maneuvers which are not normally encountered or practiced in routine evaluation or transportation flights.

NOTE: Proficiency flights associated directly with some specific project should be identified with the project and not listed as currency.

d. Flight proficiency checks, including all required preliminary, practice, or refamiliarization flights associated with the checks (limited to PIC or SIC pilots in the agency flight program and flight engineers where required by regulation).

e. Familiarization in specific aircraft type or aircraft systems when necessary to perform a job function. This purpose includes the requirement that the employee have current knowledge of specific aircraft types or equipment in order to intelligently develop regulations, approve manuals and procedures, provide expert opinions, etc.

234. TRANSPORTATION. Transportation is that flight time expended in the movement of people from point to point in order for them to perform assigned job functions not requiring the use of an aircraft or for meeting specific Government needs. The transportation-via-agency aircraft must be in the best interest of the Government or must be emergency in nature. Transportation as the purpose of flight should normally be utilized only when commercial transportation is nonexistent or when schedules require excessive employee hours and associated per diem costs. Transportation flights may or may not involve the carriage of passengers. Transportation includes the following:

a. General aviation/air carrier operations and maintenance itineraries and related activities involving mission accomplishment and/or job functions wherein commercial transportation is not readily available, urgency is a factor, or transportation is justified by the economic analysis and efficiency benefits as covered in paragraphs 244 thru 247 (primarily Flight Standards regional and field personnel).

b. VIP Transportation (Secretary/Assistant Secretary/Administrator/Deputy Administrator/Associate and Assistant Administrators/Office, Service, Region, and Center Directors).

c. Passenger transportation determined to be in the best interest of Government.

d. Special missions authorized by the Administrator/Deputy Administrator/Associate Administrator for Aviation Standards/Director, Aviation Standards National Field Office.

e. Emergency missions, national or local disaster, and related transportation activities authorized by region/center directors or above.

f. Interagency or interservice flight activities. Flights are authorized for this purpose when scheduled in advance and supported by a reimbursable agreement. The user of the aircraft is accountable for the expenditure of Government resources. If not a reimbursable flight, report the flight as a special mission flight per paragraph 234d.

235.-239. RESERVED.

SECTION 5. USE OF AGENCY AIRCRAFT FOR TRANSPORTATION/CARRIAGE OF PASSENGERS

240. GENERAL. Department policy on the use of DOT aircraft for transportation purposes is identified in Order DOT 6050.1, Use of Department of Transportation Aircraft. DOT aircraft are only used for transportation purposes in those instances when it is in the best interest of the Federal Government. It is recognized that certain senior-level DOT officials have demanding positions which may require priority transportation in some instances. It is also recognized that other circumstances exist, such as emergency situations or the transportation of employees and their families assigned to remote locations, where use of FAA aircraft is warranted for transportation purposes. Paragraph 27 of Order 4040.9C contains the agency policy on utilizing agency aircraft for official travel purposes. Region and center directors are authorized to approve the carriage of passengers in agency aircraft according to the limitations contained in chapter 1, section 3.

241. PASSENGERS. For the purpose of this section, passengers are those persons on the aircraft who have no role in the accomplishment of the basic purpose of flight. Nonflight crew personnel who are performing evaluations, operating test equipment, serving as test subjects, or otherwise involved in project activities (such as R&D, etc.) are not considered to be passengers for the purpose of this section (see paragraph 210d). Passengers are further divided into official travelers (Government employees traveling under official travel orders) and nonofficial travelers such as spouses, dependents, industry representatives, military personnel on leave, State officials, etc. The immediate approval authority and use of FAA aircraft will vary according to the purpose of the flight. (Reference paragraph 48.)

242. TRANSPORTATION FLIGHTS AND THE CARRIAGE OF PASSENGERS. As defined in paragraph 234, transportation involves the movement of people (travelers) and is not limited to those flights involving the carriage of passengers. A transportation flight could involve only the flightcrew. Agency aircraft are to be utilized primarily in the support of the official agency programs on which the acquisition (including aircraft rental) and assigned resources were based. FAA aircraft may be used for transportation or the carriage of passengers in support of agency programs in specific situations. The determination as to whether the use of FAA aircraft is the most economical method of transportation should be made in accordance with the guidance contained in this order.

a. Transportation as Primary Purpose. FAA aircraft may be used for the primary purpose of transportation for:

(1) Emergencies when such usage is needed to meet mission requirements or life-threatening situations.

(2) DOT Senior-Level Officials when it is determined such usage is in the best interest of the Federal Government from an economical or mission accomplishment standpoint.

(3) DOT Officials and Other Official High-Level Passengers when such usage is clearly in the best interest of the Federal Government from an economical or mission accomplishment standpoint. Such usage will normally be limited to staff members who are accompanying the senior-level officials or in instances such as group travel for inspections/evaluations, etc., when use of FAA aircraft would be more economical.

b. Transportation as Secondary Purpose. An FAA aircraft also may be considered for use to transport passengers when a flight has been justified, scheduled, and approved for some other primary mission requirement (e.g., flight inspection, logistics, evaluation, operational training, etc.) and passenger transportation would provide an economic, timesaving alternative to commercial transportation. In such an instance, transportation of passengers must be in the best interest of the Federal Government and must not interfere with the performance of the primary purpose of flight. In no event will the transportation needs serve as a basis for establishing a basic mission requirement schedule or itinerary. The flight would occur regardless of the passengers, and transportation is incidental and not used to justify the flight. This differs from space-available travel in that low-cost, unscheduled flight deviation is permitted to accommodate the passenger's itinerary. The carriage of eligible passengers on such a flight shall be approved on a case-by-case basis. An economic analysis (paragraph 244) is not required; however, the flight record must contain a statement justifying the carriage of passengers, the itinerary, and a statement on the additional cost, if any.

c. Space-Available Travel. Space-available travel exists when a scheduled and approved flight has passenger space in excess of mission needs. Such travel must be at no additional cost to the Government, must not alter the schedule of the flight or interfere with the mission, and must be unquestionably in the national or public interest. As such, an economic analysis (paragraph 244) is not required for space-available transportation. Recurring classes of official and nonofficial travelers eligible for space-available transportation are identified in priority order as follows:

(1) Noncrewmember FAA employees in official travel status or essential to the proper or appropriate accomplishment of the overall FAA mission.

(2) Federal, State, or local Government employees specifically authorized by the FAA to travel on official business or to observe aircraft operations; where there is a clear connection between the travelers' official responsibilities and the observation of FAA aircraft operations; and where such transportation is clearly necessary for the accomplishment of an authorized FAA purpose.

(3) Manufacturers' representatives, airline personnel, or other industry personnel who have specifically requested permission and/or have been authorized by the FAA to observe agency aircraft flight or ground operations, and only when it is clearly necessary for the accomplishment of an authorized FAA purpose. These are classified as nonofficial travelers.

(4) Department or FAA employees and their dependents who are not in official travel status are considered to be nonofficial travelers. Transportation of these travelers (except for the spouses of the DOT senior-level officials) is generally prohibited. In those instances where such transportation is permitted, transportation will be provided on a space-available basis and must be unquestionably in the national or public interest including necessary diplomatic or public relations purposes.

(5) Persons or groups of persons on assigned missions for the purpose of fostering interest in civil aviation. This category of persons includes aviation science-oriented students, Civil Air Patrol participants, and members of other similar groups when it is considered in the national and public interest. These passengers are considered to be nonofficial travelers. Specific approval is required prior to commencement of flight on a case-by-case basis in accordance with chapter 1, section 3, of this order.

(6) U.S. Government and military personnel in official travel status and military personnel when en route to or from a military base onmilitary leave.

(7) The transportation of DOT officials, employees, and their families to and from remote duty stations that are not adequately served by commercial modes of transportation, for reassignment, medical attention, or other legitimate purpose where it is in the best interest of the Government and on a space-available basis is permitted only with the proper approval. Blanket approval is granted for, and limited to, remote locations in Alaska (except Anchorage, Fairbanks, Juneau, and Ketchikan) and the Pacific area (except the Hawaiian Islands, Guam, and those locations west of Guam) on a space-available basis at the discretion of the pilot-in-command. Otherwise, specific approval is required on a case-by-case basis in accordance with the instructions of chapter 1, section 3, of this order.

(8) For other passengers, approval shall be on a case-by-case basis by the Deputy Administrator.

d. Air Transportation Agreement. No spouse, dependent, or other nonofficial traveler shall be authorized to fly aboard an FAA aircraft prior to signing an air transportation agreement releasing the Government from any liability in connection with injury or death resulting from such travel. (Agreements will not be required for DOT officials, employees, their spouses, and other dependents traveling to or from designated remote areas.) In the case of a dependent below the age of consent, the parent or legal guardian shall sign the agreement on behalf of the dependent. The signed agreements shall be retained as part of the aircraft use record. Appendix 1, Department of Transportation Air Transportation Agreement, contains instructions and a sample form to be used for these travelers.

243. OFFICIAL TRAVEL. Use of rental, club, or private aircraft for the purpose of traveling under official travel orders is permitted in Order 1500.4, Travel. The carriage of passengers in those cases is governed by the travel order and the applicable Federal Aviation Regulations. The traveler (PIC or SIC) is not required to be a participant in the FAA flight program. If the traveler is an official participant in the flight program, the PIC or SIC flight time is creditable to currency/proficiency flight-hours and should be so reported on an FAA Form 4040-6.

244. CONSIDERATION OF THE USE OF FAA AIRCRAFT VERSUS COMMERCIAL TRANSPORTATION.

a. Economic Analysis. An economic analysis shall be performed when the use of FAA aircraft for the primary purpose of transportation is considered. An economic analysis is not required when transportation of passengers is a secondary purpose of the flight. This analysis will include a cost comparison between the use of FAA aircraft versus the use of commercial transportation. Except as provided in section 324, title 3, Public Law 97-369, and any subsequent law concerning the use of the aircraft, FAA aircraft will not be used when the cost comparison reflects that such usage is more costly than commercial transportation unless:

(1) The flight has been approved by the appropriate authority as required to meet a specific mission objective.

(2) For DOT senior-level officials, the arrival and departure times by a regularly scheduled air carrier providing nonstop or through-plane service are not within 3 hours local time of the desired times of arrival and departure from the officials' travel destination.

b. Alternate Modes. Use of other available modes of transportation should be considered in lieu of FAA aircraft when such usage would be capable of satisfactorily meeting mission requirements. Travelers are normally expected to be able to plan their travel sufficiently in advance to ensure the availability of commercial transportation that will accommodate their travel itinerary.

c. Standard Cost Elements. Standard Government cost elements have not yet been developed. Current flight-hour operating costs shall be used in making cost comparisons on the use of FAA aircraft versus the use of commercial transportation and in providing cost-reimbursable transportation to other Government activities. For use of the aircraft to provide transportation in support of DOT missions, only the variable cost elements will be used in making the cost comparisons.

245. COST COMPARISON CRITERIA. This criteria is applicable only when transportation is the primary purpose of the flight. Cost comparison analysis is not required when the transportation of passengers by FAA aircraft is a secondary purpose of flight, is on a space-available basis, has blanket approval authority, or is under approved emergency conditions.

The following criteria shall be considered in selection of use of commercial transportation versus use of FAA aircraft for the primary purpose of meeting transportation needs:

a. Cost comparisons shall be made using commercial transportation costs appropriate to the travel in accordance with guidelines in paragraph 831 of the Travel Manual (FAA Handbook 1500.14). Government contract air fares must be used when applicable to the routing of the flight. Actual space availability of commercial transportation should usually not be considered in making the comparison since travel requirements normally are known sufficiently in advance to ensure space availability.

b. Cost comparisons will take into consideration such travel related expenses as excess baggage, ground transportation, and subsistence costs (per diem or actual expenses). The cost of an individual's lost productive time may be considered in the calculation. For purposes of this comparison, the value of such time shall be calculated for all FAA officials/employees in an official travel status as follows:

Value of lost productive time = Value of Compensation (gross hourly salary plus 11 percent for fringe benefits) x Number of Hours Lost

c. Cost comparisons must use flight-hour costs for FAA aircraft that have been developed using the current cost elements.

d. When common carrier cannot be used or is not available, cost comparisons shall consider the use of other modes of transportation which are capable of satisfactorily meeting the mission requirements.

e. When the use of an FAA aircraft is selected for transportation purposes, the cost comparison information and justification shall be included as part of the aircraft use record which is to be maintained in accordance with this order (chapter 4).

NOTE: Departmental standard cost elements and guidelines are being developed by the General Services Administration (GSA) and the Office of Aircraft Services, Department of Interior (DOI). For the present, the FAA will continue to use the cost elements contained in Order 2500.36, Application of Reimbursable Flight-Hour Rates.

246. APPROVAL AUTHORITY: The approval authority for all flights is identified in chapter 1, section 3.

247. DOCUMENTATION OF AIRCRAFT USE RECORDS FOR FLIGHTS INVOLVING TRANSPORTATION.

a. Justification. A detailed written justification is to be included in the aircraft records for each flight of an FAA aircraft when transportation is involved. This is in addition to the recordkeeping requirements of chapter 4. Such justification shall clearly show why the aircraft is being used. When the mission is multipurpose, it should be documented as to what is the primary mission, secondary mission, etc. Vague justifications shall not be used. When transportation of passengers is involved, such reasons as official business, official transportation, etc., shall be considered insufficient to support the determination that aircraft are being used for official purposes.

b. Cost Comparisons. When economics is the basis for use of FAA aircraft for the primary purpose of transportation, specific results of the cost comparison between the use of commercial transportation and use of the aircraft must be included and maintained as part of the records.

c. Transportation Agreements. Transportation agreements signed by spouses, dependents, or other nonofficial travelers shall be retained as apart of the records.

d. Use by Other Agencies. An FAA aircraft utilized by another Federal agency will be controlled and authorized through the use of an interagency reimbursable agreement signed on behalf of the FAA by the region/center director, or by the Aviation Standards National Field Office Director, or above, as appropriate. The flight time will be reported through the use of FAA Form 4040-6, FAA Aircraft Request and Use Record. An FAA economic analysis/cost comparison is not required.

e. Space-Available Transportation. An economic analysis is not required. A statement to the affect that space-available transportation was provided at no additional cost to the Government must be included in the aircraft use record along with the passenger identification and status.

248.-299. RESERVED.

CHAPTER 3. ACQUISITION OF AIRCRAFT

300. GENERAL. Under section 303 of the Federal Aviation Act of 1958 as amended, the agency is empowered to acquire, maintain, and operate aircraft as necessary in the exercise and performance of the powers and duties of the Administrator. The FAA acquires the use of aircraft through several methods.

301. PURPOSE. This chapter outlines the authorities and procedures covering the acquisition of aircraft for Federal Aviation Administration use.

302. METHOD OF ACQUISITION. Aircraft are acquired by the FAA by:

a. Open-market or exclusive-use contract rental of aircraft on a per flight-hour and as-needed basis.

b. Lease-purchase or lease-own contract.

c. Outright purchase.

d. Interagency transfer (either on bailment or transfer of ownership).

e. Special-purpose limited contracted use of contractor-owned aircraft and crew.

303. APPLICATION/AUTHORITY. The acquisition of all aircraft by and for the FAA is subject to the following approvals:

a. The Administrator or Deputy Administrator Approves:

(1) The purchase, interagency transfer, lease with option to purchase, or lease-own of all flyable aircraft regardless of type or size.

(2) The lease, rental, or loan of all turbojet and turboprop aircraft with a maximum approved takeoff weight of more than 25,000 pounds, piston engine aircraft, and VTOL aircraft (e.g., rotorcraft, tilt-wing aircraft, ground effect machines) with a maximum approved takeoff weight of more than 12,500 pounds.

b. The Director of the Aviation Standards National Field Office (AVN) Approves:

(1) The lease, rental, or interagency loan on an exclusive-use basis of all turbojet and turboprop aircraft with a maximum approved takeoff weight of not more than 25,000 pounds, piston engine aircraft, and VTOL aircraft (e.g., rotorcraft, tilt-wing aircraft, ground effect machines) with an approved maximum takeoff weight of 12,500 pounds or less.

(2) The acquisition of all nonflyable aircraft, regardless of the method of acquisition, which are to be obtained for purposes other than flying (e.g., ground training, research).

c. Region and Center Directors Approve:

(1) The open-market or contract rental (not lease) of turboprop, piston-engine aircraft, nonpowered aircraft (gliders, balloons, etc.) with a maximum approved takeoff weight of not more than 12,500 pounds on an intermittent, as-needed basis where rental payments are made from approved fiscal programs strictly on the basis of flight-hours actually flown and the aircraft are maintained and supported by the contractor. This includes use agreements or contracts with the military or other Federal agencies.

(2) The use of contractor-owned aircraft and crew used as test vehicle aircraft for research and development projects accomplished by the contractor, out-of-service training of flight personnel, use of simulators, etc., when part of an approved fiscal program.

d. Contracting officers will not accept procurement requests (Form DOT 4200.1) for processing without evidence of appropriate approval.

APPROVAL AUTHORITY

	AOA	AVN	REGION/CENTER
PURCHASE			
All Aircraft,	X		
Lease - Purchase, and	X		
Lease - Own	X		
Purchase Nonflyable Aircraft (Only)		X	
LOAN, RENTAL, LEASE			
Jet > 25,000#	X		
Jet < 25,000#		X	
Turboprop > 25,000#	X		
Turboprop < 25,000#		X	
Turboprop < 12,500#			X*
Recip > 12,500#	X		
Recip < 12,500#		X	X*
Other < 12,500#			X*

*Region/Center Directors have rental authority only. This rental authorization does not include aircraft or simulators to be used for the purpose of training which is a centrally managed program.

304. PROCEDURES. Comprehensive programs for acquisition of aircraft will be developed as part of the fiscal programming and budget formulation process. The following procedures will apply to the acquisition of aircraft under criteria contained in paragraph 303:

a. The Aviation Standards National Field Office will review all program requests to assure consistency with FAA policies and planning and, where required, will submit recommendationsto the Office of Budget.

b. Changes to an approved comprehensive program for acquisition of aircraft, or new acquisitions not specifically included in the original program, will be handled as follows:

(1) Washington offices and services, regional offices, and centers will submit proposals to the Director, AVN, for evaluation and review to assure consistency with FAA policies and planning. Aircraft acquisition proposals requiring Administrator or Deputy Administrator approval will be fully coordinated and prepared by AVN and forwarded for approval by letter through the Associate Administrators for Aviation Standards and for Administration. Proposals for aircraft acquisitions for research and development purposes shall also be forwarded through the Associate Administrator for Development and Logistics. Letters requesting approval will provide space for an approval signature and date and will include the following information:

(a) Type of aircraft.

(b) Purpose for which the aircraft is being acquired (e.g., flight inspection, flight training, research).

(c) Recommended method of acquisition (e.g., purchase, lease/purchase) and reason for using method proposed.

(d) Estimated cost, including breakdown by significant cost elements, and funding provisions planned for support of the proposed acquisition and/or operation.

(e) Reason and justification for the acquisition of aircraft and other pertinent background information.

(2) The original letter bearing the approval signature will be returned to AVN for retention. A copy will be retained in the files of the Administrator/Deputy Administrator, the Associate Administrator for Aviation Standards, and the Director of Flight Operations. A copy will also be forwarded to the Associate Administrator for Administration. When the approval pertains to aircraft for research and development purposes, a copy will also be forwarded to the Associate Administrator for Development and Logistics.

(3) The Aviation Standards National Field Office will retain the original and forward two reproduced copies of the approved letter to the office initiating the procurement request. A reproduced copy of the approved letter will accompany the procurement request and will be retained in the procurement office contract files.

(4) Any aircraft acquisition proposal requiring the approval of the Director of AVN will be prepared and processed by AVN. The approval letter will be prepared for the signature of the Director and dated. The approval letter will include the information indicated in paragraphs 304b(1)(a) through (e). If approval is granted, AVN will retain the original and forward two reproduced copies bearing the approval signature to the office initiating the procurement request. A reproduced copy of the approved original will accompany the procurement request and be retained in the procurement office contract files.

c. Procurement is effected by the Acquisition and Materiel Service or its field counterparts with technical assistance provided by the responsible program offices and other offices as required. Procurement requests and the supporting approval documents will be sent to the Acquisition and Materiel Service or its field counterparts for procurement action. Requirements are to be stated in terms of aircraft type and in a manner that will best meet the FAA's needs and be in the Government's interest. Elements other than the Acquisition and Materiel Service and its field counterparts shall not contact suppliers or attempt to locate sources of supply, either in private industry or other Government agencies, except as necessary to obtain design, performance, cost, or other pertinent data for study, planning, and programming purposes.

305. AIRCRAFT RENTAL ACTIVITY. This is a sub-program activity within the Aircraft Management Program which involves the acquisition of "open market" rental aircraft. These aircraft are locally acquired and utilized on an hourly or contracted flight-hour basis. Maximum use is to be made of the rental medium when determined to be the most effective, efficient, and/or cost beneficial method of job accomplishment.

a. As part of the Aircraft Management Program, rental aircraft activities come under the purview of the Director, Aviation Standards National Field Office.

b. Aircraft utilized on official Government business involving Federal funds are to be considered agency (public) aircraft during the contract or rental period. Aircraft Request and Use Records, FAA Form 4040-6, shall be filed for administrative record purposes. Flight inspection personnel (AVN-200) shall utilize FAA form 4040-5.

c. Details, limitations, and approval authorities are contained elsewhere in this order.

306. PAYMENT FOR RENTAL AIRCRAFT AND SERVICES, SF-44.

a. Standard Form 44, Purchase Order-Invoice-Voucher, is to be used to pay for the use of open-market rental aircraft. Instructions for use of this form are listed on the cover of the book. The following additional information will be added to the form:

(1) Flight-hours listed will be to the nearest 1/10 hour or 1/100 hour when paying in 1/100 hour increments.

(2) Aircraft make, model, and registration number.

b. Regions/centers/AVN may, by contractual agreement, establish procedures for payment of rental hours by use of other than the SF-44's.

c. The lessor of the rental aircraft will assume responsibility for specific expenses incurred in the operation of the aircraft as specified in the rental agreement/contract. Under no circumstances will FAA resources such as fuel, oil, or maintenance be utilized unless specifically provided for in the flight-hour rental agreement (dry rentals).

d. The SF-44 may be utilized for payment of aircraft services obtained at commercial facilities at or away from the rental contractor's facility. These services would include fuel, oil, hangar rent, tiedown fees, power carts, etc. for rental aircraft. When possible, the rental contractor should provide a credit card with the aircraft so that the normal costs associated with the rental can be billed directly to the contractor.

e. Lacking other means, the office authorizing the use of the rental aircraft should provide the employee pilot with a U.S. Government National Credit Card to cover the above services. The cost of such services should then be added to or deducted from the cost of the rental aircraft in accordance with the conditions of the rental agreement prior to issuance of an SF-44 for the rental hours.

f. The practice whereby the employee pilot directly pays for these services from travel funds is to be avoided. The office imprest fund can be utilized citing the Aircraft Rental Program accounting code.

307. LIABILITY FOR LOSS OR DAMAGE OF RENTAL AIRCRAFT. The agency policy on assumption of liability for damage, loss, or destruction of rented aircraft is contained in Order 4400.2, Assumption of Liability for Damage, Loss, or Destruction of Leased or Loaned Aircraft. In general terms, the agency will normally assume liability for damage or loss in lieu of paying the cost of hull insurance except:

a. When the hourly rate does not exceed $250 and the total rental cost for any single transaction is not in excess of $2,500.

b. Where the cost of hull insurance does not exceed 10 percent of the contract rate.

c. When the lessor's insurer does not grant a credit for uninsured hours, thereby preventing the lessor from granting the same to the Government. (The hull insurance is not separately identifiable in the rental contract.)

308.-399. RESERVED.

CHAPTER 4. AIRCRAFT USE RECORDS AND REPORTS

400. GENERAL. This chapter identifies the criteria and procedures to be used for documenting, recording, and reviewing the use of agency aircraft program resources. Order FAA 4000.6, Aircraft Managment Information System (AMIS), establishes and describes the National Automated Record System in which these records will be retained.

401. APPLICATION. The use of all agency aircraft, including the carriage of passengers and cargo, shall be recorded, reported, and maintained under such procedures as the Director, Aviation Standards National Field Office, shall prescribe. Additional records and reports may be prescribed by the heads of responsible organizations. The data base, which is stored in AMIS, includes airway facility performance data; airmen participant records; and aircraft operation, maintenance, and management information.

402. RECORD CONTENT.

a. Minimum Requirements. For the purposes of this section, records of use of FAA aircraft will include, at a minimum, specific flight details such as the aircraft used, dates, and hours flown; points of origin; en route stops; destinations; names and status of all passengers (from paragraph 242; i.e., DOT Official, official travelers, dependents, military, etc.); names of flight crewmembers; purpose of flight; and adequate justifications for purpose of flight involving transportation. Flight inspection and R&D project flights will have additional reporting requirements as prescribed in applicable operating instructions.

b. Retention of Records. Records of the use of FAA aircraft (FAA forms 4040-5 and 4040-6) shall be retained for a minimum of 3 years. Additionally, flight-hours must be accumulated on an annual basis for each aircraft by purpose of flight and such information retained for a minimum of 3 years.

403. KEY DOCUMENTATION CATEGORIES. The key aircraft management information categories are:

a. Aircraft Fleet Inventory. Types, locations, availability, and status of all agency-owned or -leased aircraft.

b. Airway Facility Flight Inspection Data. Types, locations, characteristics, operational history, and completed and next scheduled inspection dates of each facility requiring flight inspection.

c. Maintenance Data. Aircraft and equipment flight-hour records, aircraft reliability and engine performance statistics, and maintenance employee-hours and cost data included in support of agency-owned aircraft.

d. Rental Aircraft. User organization aircraft utilization records, purpose of flight, category of aircraft, total cost, and average cost per flight-hour of rental aircraft program activities.

e. Crewmember Data. Histories of flight time of personnel authorized to participate in the FAA flight program, class and date of medical certificate, flight check record, and authorization record of each participant.

f. Fuel and Oil Data. Source, quantity, and cost of aircraft fuel by aircraft type and organizational activity.

g. Flight Record. Flight itinerary, passengers, crew, purpose, and authorization data.

404. REPORTING FORMS. Data input into the system is taken from the following forms and other records.

a. Operation Forms.

(1) FAA Form 4040-7, Aircraft Program Crewmember Authorization and Data.

(2) FAA Form 4040-2, Pilot/Flight Engineer Flight Record and Record of Check Flight.

(3) FAA Form 4040-5, Flight Inspection Daily Flight Log.

(4) FAA Form 4040-6, FAA Aircraft Request and Use Record.

b. Maintenance Forms.

(1) FAA Form 4100-8, Aircraft Log.

(2) AC Form 4100-155, Nonroutine Work Card.

(3) AC Form 4100-206, Acft/Equip Insp/Mod Compliance Report.

(4) AC Form 4620-4, Serviceability/Repairable/Condemned Part Tag.

(5) AC Form 4620-4-1.1, Agency Aircraft Reliability System Major Assembly Component List.

(6) No Form Number, Routine Inspection Cards.

c. The approving office or operating activity is responsible for reviewing the forms to ensure that all entries are correct and that the appropriate form is completely and properly filled out in accordance with the instructions. The form(s) are forwarded to the appropriate office having jurisdiction over allocated flight-hours and then retained for a period of not less than 3 years in accordance with Order 1350.15, Records Organization, Transfer and Destruction Standards.

d. Details on the use and retention of the maintenance forms are addressed in FAA Order 4100.24, FAA General Maintenance Manual.

405. USE OF FORM 4040-7, AIRCRAFT PROGRAM CREWMEMBER AUTHORIZATION AND DATA.

a. This form is to be completed, in triplicate, and maintained by the approving office for each authorized flight program participant except the infrequent, occasional, or special-mission participant (paragraph 210e(4)).

b. Instructions on completing the form are contained on the form.

c. Prior to the flight program participant's performing the duties of pilot-in-command, second-in-command, and/or flight engineer, a properly executed and current flight check record, FAA form 4040-2, must be on file.

d. The form is to be signed by the approving official for a new or revalidated crewmember. (Associate Administrators, service and office directors in headquarters, and region and center directors in the field. Reference chapter 1, paragraphs 41 and 44.)

e. The form is also used to add, delete, or change existing data as changes occur and is to be signed by the approving official for a mission flight. (No lower than the GS/GM-15 (or facility manager) who is responsible for utilization of allocated flight-hours and/or fiscal resources. Reference chapter 1, paragraph 48f.)

f. Following approval, the original is retained by the office having jurisdiction over the utilization of allocated flight-hours.

(1) The first copy shall be forwarded to the Aviation Standards National Field Office, Attention: AVN-40.

(2) The second copy shall be retained by the office having jurisdiction over the participant or the local flight operations activity responsible for the flight program.

406. USE OF FORM 4040-2, PILOT/FLIGHT ENGINEER FLIGHT RECORD AND RECORD OF CHECK FLIGHT. This form is utilized as valid agencywide evidence of authority to act as pilot-in-command, second-in-command when required by AFM, and/or flight engineer of agency-operated aircraft. This form reflects the satisfactory or unsatisfactory accomplishment of initial/requalification and/or proficiency checks conducted by an FAA check pilot or check flight engineer or an authorized/approved industry pilot or evidence of satisfactory completion of an approved simulator recurrency course for the type aircraft.

a. All flight check requirements shall be recorded on FAA form 4040-2.

b. The applicant requiring a flight check shall complete FAA form 4040-2 in triplicate and submit all three copies of FAA form 4040-2 to the check pilot or check flight engineer prior to the flight check.

c. Following the flight check, the check pilot or check flight engineer will complete and sign the check flight record and forward the original to the:

(1) Official having jurisdiction over the allocated flight-hours or

(2) Flight operations activity of the participant, as determined by such official.

d. If the check pilot or check flight engineer is not an agency employee, the participant, in lieu of the check airman, shall forward the form as indicated in the preceding paragraph.

e. The first copy shall be entered in the flight record folder of the employee checked.

f. The second copy shall be attached to the aircraft use record (FAA Form 4040-5, Flight Inspection Daily Flight Log, or FAA Form 4040-6, FAA Aircraft Request and Use Record) for the flight(s) involved and forwarded to the designated AMIS input operator.

407. USE OF FAA FORM 4040-5, FLIGHT INSPECTION DAILY FLIGHT LOG (DFL).

a. This form is utilized to document all flight inspection program activities. This form is NOT to be used for maintenance, engineering, and FAA Academy training flights when flight inspection aircraft are utilized.

b. This form will be completed in accordance with the instructions contained in appendix 2 of this order.

408. USE OF FAA FORM 4040-6, FAA AIRCRAFT REQUEST AND USE RECORD. This form is utilized to document all other uses of agency aircraft, including rental aircraft and flight simulators.

a. This form is to be completed in duplicate daily and processed immediately upon return to the responsible approving office.

b. This form will be completed in accordance with the instructions contained in appendix 2 of this order and verified by the reviewing/approving official.

c. The original copy of this form is to be retained by the office having jurisdiction over the allocated flight program/hours for a period of 3 years, then destroyed.

d. One copy is to be forwarded to the designated AMIS input operator.

409. USE OF OTHER FORMS. Other forms utilized in the aircraft program pertain to aircraft maintenance information, cost accounting, and budgeting data. The details and use of these forms are contained in appropriate FAA orders and the data identified in the Aircraft Management Information System (AMIS).

410. FLIGHT TIME AND OTHER FLIGHT DATA. It is essential that complete, accurate, and standardized data be collected and maintained in the AMIS. The following time elements are to be utilized:

a. Hours of Operation Determine Airframe and Component Overhaul Times. Time between overhaul is increased or decreased whenever the degree of reliability dictates a change. Other flight data are necessary to establish utilization and other statistics. It is imperative, therefore, that all flight data be accurately recorded.

b. Time in Service. This time begins when the aircraft leaves the surface of the earth and ends when it touches the earth at the next point of landing. In the event of several full-stop landings, the "time in service" shall not include ground taxi time between the initial takeoff and final landing. It shall be accurately recorded by the pilot-in-command or designated representative in the Aircraft Logbook, FAA Form 4100-8. Whenever an oleo-actuated elapsed time meter is installed in the aircraft, time recorded thereon shall be utilized in lieu of crew recorded times.

c. Rental Time. This time begins and ends according to the terms of the contract or is based on a recording tachometer. Whenever crew recorded times are stipulated, they shall be accurately recorded to ensure an equitable payment obligation. Time recorded on Rental Aircraft Expenditure Report (RIS: 4040-11) shall also be "block to block."

d. Flight Time. This time begins when the aircraft first moves under its own power for the purpose of flight and ends when it comes to rest at the next point of landing ("block to block" time including and usually greater than "time in service" listed in b above). This time shall be accurately recorded on the Aircraft Request and Use Record, FAA Form 4040-6, or Flight Inspection Daily Flight Log, FAA Form 4040-5, by the pilot-in-command or a designated crewmember.

e. Crew Flight Time. This time is entered on an FAA form 4040-5 or FAA form 4040-6 and shall be credited as follows to ensure compliance with the currency requirements of chapter 5.

(1) Pilot-in-command (PIC) time shall be credited and logged in accordance with FAR 61.

(2) Second-in-command (SIC) time shall be credited and logged in accordance with FAR 61 and paragraph 504 of this order.

(3) Pilot (P) time shall be credited for the time a pilot is at the flight controls, regardless of his or her qualifications or the control position, when he or she is actually exercising the principal active control of the aircraft's flight controls. For any flight, the total pilot time credited to all pilots must equal the flight time for the flight.

(4) Instructor pilot (IP) time shall be credited only to pilots designated FAA instructor pilots or FAA check pilots for each time they are acting in this capacity. The total IP time credited to all pilots shall not exceed the flight time for the flight. Time credited to IP should also be included in PIC time in accordance with FAR 61.

(5) Flight engineer (FE) time shall be credited for flight time during which an individual is functioning as a flight engineer or is actually conducting either instructional or check flights as a designated FAA instructor/check flight engineer.

(6) Other flight (Other) time will be used for flight maintenance technicians, electronic technicians (recorder operator-theodolite operator), extra pilots, flight engineers, flight navigators, etc., for the time actually spent aboard the aircraft in a crewmember status.

411.-499. RESERVED.

CHAPTER 5. QUALIFICATIONS, TRAINING, AND CURRENCY

SECTION 1. FLIGHT CREWMEMBER QUALIFICATIONS AND REQUIREMENTS

500. GENERAL. Individuals who are to participate in the flight program as crewmembers of agency aircraft must be designated and authorized in accordance with chapter 2, section 2 of this order. A current FAA form 4040-7 and a current FAA form 4040-2 must be on file before a participant can act as a flight crewmember (certain test subjects excluded). This chapter is not applicable to nonflight crewmembers.

501. APPLICABILITY. The minimum requirements and qualifications stated herein apply generally to the flight crews of all agency (owned, leased, rented, or bailment) aircraft. These are the minimum requirements necessary for pilots or flight engineers TO REMAIN IN THE FLIGHT PROGRAM AND ARE NOT A MEASURE OF PROFICIENCY. These requirements are in addition to the basic requirements of the Federal Aviation Regulations. Headquarters, flight inspection, R&D, certification engineering, and training pilots may have additional requirements and qualifications imposed through appropriate flight operations manuals/orders.

502. DEFINITIONS.

a. Crewmember. Any person, other than a passenger, who is authorized to be aboard the aircraft performing functions and duties associated with the purpose of the flight or operation of the aircraft.

b. Flight Crewmember. Any individual directly involved in the operation of the aircraft in flight as pilot-in-command, second-in-command, or flight engineer.

c. Other Crewmembers. Other crewmembers are those nonflight persons who are authorized to be aboard the aircraft, have assigned crew numbers, perform functions associated with the purpose of the flight or mission, and are not directly involved in the flying of the aircraft. This would include flight technicians, official observers, test/evaluation/project specialists, etc.

d. Passenger. An individual on board the aircraft for the purpose of being transported (traveling) from point to point (reference chapter 2, sections 4 and 5).

503. PILOT-IN-COMMAND.

a. Qualifications. The pilot-in-command must have as a minimum:

(1) A valid pilot certificate, medical certificate/statement, FCC radiotelephone permit, appropriate ratings, and experience as required in figure 5-1.

(2) Current and properly processed FAA forms 4040-7 and 4040-2, as evidence of authority to act as pilot-in-command and reflecting satisfactory accomplishment of initial, requalification, or proficiency flight checks. These flight checks may be conducted by an agency check pilot, an Academy instructor, or an industry pilot who meets the qualifications required by this order. Another evidence is satisfactory completion of an approved simulator recurrency course for the type aircraft to be flown. For glider, balloon, and piston-engine-powered, fixed-wing, small aircraft, a valid qualification in category and class may be substituted for qualification in type.

(3) A current category II letter of authorization (FAR 61.3) for the type of aircraft to be flown prior to performing category II operating in accordance with FAR 91.6.

(4) Instruction in the location, function, and operation of the emergency equipment aboard the aircraft, including that to be used in ditching, evacuation, or survival.

b. Currency Requirements. Flight-hour currency must be combined with takeoff, landing, and instrument flight experience as appropriate. Compliance with FAR parts 61 and 91 is mandatory.

(1) Flight-Hour Currency Requirements. Before acting as pilot-in-command, the flight crewmember must have logged at least the following within the preceding 180 days:

(a) Twenty-four hours as pilot-in-command, second-in-command, instructor pilot, check pilot, or any combination thereof, in any category of aircraft.

(b) Twelve hours as the sole manipulator of the controls of an aircraft in the same category and class as that to be used on the proposed flight. Except: For an aircraft requiring second-in-command, not more than 6 hours of flight time as second-in-command, instructor pilot, check pilot, or any combination thereof may be credited toward this 12-hour minimum.

(c) Or, alternately, formal flight training course completion approved by the Academy which requires manipulation of the controls and flight check or appropriate requalification flight check either of which is reported on FAA form 4040-2.

(2) Takeoff and Landing Requirements.

(a) General Experience.

1 Each landing in tailwheel-equipped aircraft must be to a full stop if used to meet landing currency requirements.

FIGURE 5-1. MINIMUM PILOT IN COMMAND CERTIFICATION RATINGS AND EXPERIENCE REQUIREMENTS

AIRCRAFT CATEGORY	AIRCRAFT CLASS	COMMERCIAL PILOT CERTIFICATE	MEDICAL CERTIFICATE	TOTAL FLIGHT TIME	INSTRUMENT RATING	INSTRUMENT/ NIGHT HOURS	ACT. INSTRUMENT WEATHER HOURS	MULTI-ENGINE RATING	PILOT IN COMMAND HOURS	MULTI-ENGINE FLIGHT HOURS	CLASS RATING	AIRCRAFT TYPE RATING	HELICOPTER FLIGHT HOURS
AIRPLANES	SINGLE ENGINE PISTON	X	2nd CLASS	200	(1)								
	TWO ENGINE PISTON 12,500 LBS. OR LESS	X	2nd CLASS	500	X			X					
	SINGLE ENGINE TURBO PROP	X	2nd CLASS	500	X								
	TWO ENGINE TURBO PROP 12,500 LBS. OR LESS	X	2nd CLASS	750	X	100	40	X		100			
	MULTI-ENGINE PROP OVER 12,500 LBS	X	2nd CLASS	1500	X	150	40	X	250	500		X	
	TURBOJET SINGLE ENGINE	X	2nd CLASS	1500	X	150	40		250			X	
	TURBOJET MULTI-ENGINE	X	2nd CLASS	1500	X	150	40	X	250	500		X	
ROTORCRAFT	GYROPLANES	X	2nd CLASS	200	NA						X		
	HELICOPTER, SINGLE ENGINE 6000 LBS. OR LESS	X	2nd CLASS	1200	(1)						X		
	HELICOPTER MULTI-ENGINE OR OVER 6000 LBS.	X	2nd CLASS	1200	(1)				250		X		250
	HELICOPTER OVER 12,500 LBS.	X	2nd CLASS	1200	(1)				250		X	X	500
	GLIDER	X	(3)	200	NA						X		
L-T-A	AIRSHIPS	X	2nd CLASS	(2)	(2)						X		
	BALLOONS	X	(3)	(2)	NA						X		

Notes: (1) Instrument rating not required for VFR only operations

(2) As required by FAR 61, Subpart E

(3) Medical statement required

2 Aircraft Requiring A Type Rating. Three takeoffs and three landings in an aircraft of the same category, class, and type within the preceding 90 days if passengers are to be transported or if the aircraft is certificated for more than one pilot. Takeoffs and landings made in a visual simulator that is approved under FAR part 121 (paragraph 407) may be counted to meet this requirement. There are no takeoff and landing requirements for crew-only operations for aircraft that are certificated for single pilot.

3 Aircraft Not Requiring A Type Rating. Three takeoffs and three landings in an aircraft of the same category and class within the preceding 90 days if passengers are to be transported or if the aircraft is certificated for more than one pilot. There are no takeoff and landing requirements for crew-only operations for aircraft that are certificated for single pilot.

(b) Night.

1 When passengers are to be transported, three takeoffs and three landings to a full stop in an aircraft of the same category and class are to have been accomplished within the preceding 90 days during the period 1 hour after sunset to 1 hour before sunrise.

2 There are no takeoff and landing night currency requirements for crew-only operations.

(3) For Flight in IFR Conditions. Six hours of actual or simulated instrument flight and six instrument approaches (combination of precision and nonprecision approaches) as manipulator of the controls under actual or simulated instrument flight conditions within the preceding 6 calendar months. At least 3 hours and three instrument approaches must have been accomplished in flight in the category (airplane or rotorcraft) to be utilized. A maximum of 3 hours of instrument time accumulated in a simulator approved under AC 120-40, Aircraft Simulator and Visual System Evaluation, may be counted toward meeting this requirement. Any pilot lacking these requirements will be requalified for IFR flight by passing an instrument competency check in accordance with FAR 61.57.e.2. or completing an FAA-approved aircraft simulator training course.

(4) For Glider Operations. Within 6 months preceding the proposed flight, the pilot-in-command must have logged at least 10 flights, each consisting of at least one 360° turn.

(5) For Free Balloon Operations. Within 6 months preceding the proposed flight, the pilot-in-command must have logged at least six flights to maintain pilot-in-command authority.

> NOTE: To reduce the utilization of agency aircraft for currency purposes, out-of-agency flight accomplishments, civil and military, may be credited toward the foregoing recent flight currency requirements when an approving official is provided a written and signed record of the activities. This flight time should be reported by submission of FAA form 4040-6 for record purposes.

(6) Any pilot who does not meet the FAR 61.57 or specific FAA currency requirements will automatically revert to second-in-command authority until (a) new authorization form(s), FAA form 4040-7 and/or FAA form 4040-2, is/are filed. The position is to be reviewed for revalidation as to need before the pilot's continuing as a participant in the program.

(7) The flight time requirements stated above should be accomplished on a quarterly basis and not left to the last month of currency.

504. SECOND-IN-COMMAND. A qualified second-in-command shall be utilized when required by FAR's or the FAA-approved aircraft flight manual. A second-in-command may be assigned to any dual-control-equipped aircraft, even when two pilots are not required by the aircraft flight manual. The flight time will be credited toward currency requirements of this order.

a. A person may act as second-in-command of a large airplane or a turbojet-powered, multiengine airplane that is type certificated for more than one pilot when that person holds:

(1) At least a current private pilot certificate with appropriate ratings.

(2) An appropriate instrument rating (in the case of flight under IFR).

(3) A current and properly processed FAA form 4040-2, as evidence of authority to act as second-in-command and reflecting satisfactory accomplishment of initial/requalification and/or proficiency flight check conducted by an agency check pilot.

(4) A third class or higher medical certificate.

(5) An FCC radio-telephone permit.

b. Before acting as second-in-command of an aircraft requiring a SIC, the person must have within the preceding 12 calendar months:

(1) Received training or refamiliarized himself/herself with the systems, limitations, and normal and emergency procedures.

(2) Performed and logged:

(a) Three takeoffs and three landings to a full stop as sole manipulator of the flight controls.

(b) Engine-out procedures and maneuvering with an engine out as sole manipulator of the flight controls by the satisfactory completion of an FAA-approved aircraft simulator training course.

(3) Filed an FAA form 4040-2 as evidence of compliance with the above.

c. If the second-in-command complies with this paragraph in the calendar month before or after the requirement is due, he/she will be considered to be in compliance.

d. To accommodate differences in operating environments, each region, center, or operating organization officially may require a second-in-command to be on any aircraft as the situation warrants.

e. Any pilot presently designated as second-in-command, whether he or she once held pilot-in-command status, must satisfactorily complete an initial qualification flight check in accordance with paragraph 509 prior to designation as pilot-in-command.

505. FLIGHT ENGINEER. When required by aircraft specifications or flight manual or when the aircraft has a flight engineer console, the flight engineer shall have:

a. A flight engineer certificate with appropriate class ratings, in accordance with FAR part 63.

b. A current and properly processed FAA form 4040-2, as evidence of authority to act as flight engineer and reflecting satisfactory accomplishment of initial/requalification and/or proficiency flight check conducted by an agency check flight engineer.

c. At least a current second-class medical certificate.

d. At least 50 hours of flight engineer experience within the preceding 6 calendar months in the type of aircraft in which the engineer is to serve; have satisfactorily completed a requalification flight check administered by an ACDO/GADO inspector qualified as flight engineer or by a designated agency check flight engineer within the preceding 180 days (FAR 91.211); or have completed an appropriate FAA-approved aircraft simulator/training course.

e. Had instruction in the location, function, and operation of relevant emergency equipment, including all equipment used in ditching/evacuation.

> NOTE: On each flight requiring a flight engineer, at least one flight crewmember, other than the flight engineer, must be qualified to provide emergency performance of the flight engineer's functions for the safe completion of the flight if tne flight engineer becomes sick or otherwise incapacitated. A flight crewmember need not hold a flight engineer's certificate to perform the flight engineer's function in such a situation. Flight crewmember proficiency in this function will be recorded in the remarks section of his or her FAA form 4040-2.

506. FLIGHT MAINTENANCE TECHNICIAN. An aircraft which does not require a flight engineer may have a flight maintenance technician assigned as a crewmember when deemed appropriate for accomplishment of the mission. Such a flight maintenance technician must possess a mechanics certificate with airframe and powerplant ratings and have a complete knowledge of the function and operation of the aircraft's systems and equipment. In addition, the technician must have had instructions in the location, function, and operations of the relevant emergency equipment including all equipment used in ditching/evacuation.

507. FLIGHT CHECKS. Flight checks are required of all pilots-in-command and flight engineers who operate agency aircraft. These checks are required for initial qualification, requalification, annual proficiency, category II authorization, post-accident or -incident flight checks, and other special flight checks deemed necessary by the management. Flight checks will be conducted by a designated agency check pilot or by an industry pilot who meets the qualifications of this order. Successful completion of any flight check will satisfy the biennial flight review requirements of FAR part 61 when a review of the general operating and flight rules of FAR part 91 is included and an entry of this fact is made on FAA form 4040-2. A completed FAA form 4040-2 will satisfy the logbook entry requirements of FAR part 61.

508. AGENCY CHECK PILOTS.

a. General.

(1) Personnel designated as check pilots shall be selected from the most highly qualified pilots available. In their selection, consideration should be given to:

(a) Experience in airman evaluation.

(b) Technical knowledge of the aircraft involved.

(c) Completion of Academy courses which involve aircraft performance and operating techniques.

(2) Check pilots who do not receive formal recurrent aircraft training will attend a formal Academy training course which will assure their continued qualification in the necessary evaluation skills at least biennially.

b. Maximum use should be made of agency resources to provide for independent evaluation of designated check pilots and pilots-in-command, at regular intervals. An impartial system of flight proficiency evaluation and training is an indispensable part of the agency flying program.

c. Small Aircraft. The following personnel with current pilot-in-command authority and a valid flight instructor certificate are authorized to conduct flight checks in agency "small" aircraft:

(1) Air carrier and general aviation operations inspectors (ACDO/GADO/FSDO).

(2) FAA Academy flight instructors.

(3) FAA pilots with privileges in category and class of the aircraft to be used, who have been designated in writing by the pertinent regional Flight Standards division managers, Aviation Standards National Field Office division managers, or Manager, Facilities Division, ACT-600.

d. Rental Aircraft.

(1) Any person holding relevant category and class ratings and possessing a valid flight instructor certificate may give an initial qualification check in open-market rental aircraft. This person may be used only when a designated agency check pilot is not available.

(2) Applicable flight maneuvers shown on FAA form 4040-2 must be satisfactorily completed. The completed FAA form 4040-2, signed by the check pilot, will be retained in the pilot's training record.

e. Large and/or Turbojet Aircraft. The following personnel, with current pilot-in-command authority in the type aircraft to be used, are authorized to conduct flight checks in agency large and/or turbojet aircraft. Successful completion of such flight checks satisfies the requirements of FAR part 61, for continued pilot-in-command authority.

(1) ACDO/GADO/FSDO (air carrier and general aviation operations inspectors).

(2) FAA Academy flight instructors.

(3) FAA pilots with privileges in category, class, and type of aircraft to be used who have been designated in writing by the pertinent regional Flight Standards division managers, Aviation Standards National Field Office division managers, or Manager, Facilities Division, ACT-600.

f. Armed Services personnel designated on military orders as check pilots may give annual proficiency checks to agency personnel in military aircraft (e.g., Army helicopter program). The successful completion of a military proficiency check required for pilot-in-command purposes satisfies the requirements of FAR part 61. An FAA form 4040-2 showing the satisfactory completion of the proficiency check will be retained in the pilot's training record.

509. PILOT-IN-COMMAND CHECK FLIGHTS. Agency pilots with pilot-in-command status are subject to flight checks, and these must be recorded on FAA forms 4040-2. A flight check may be given in an aircraft, in a combination of an aircraft and an approved simulator/training device, or solely in an approved simulator when authorized by the Director, AVN. Flight checks in simulator/training devices will be given in accordance with the guidelines of AC 61-66, Annual Pilot-in-Command Proficiency Checks, as applicable to the 24-month category.

A flight check given in an aircraft will consist of the maneuvers listed in the appropriate practical test standards (guide) and will test to commercial or type rating standards, as applicable. Agency pilot flight check requirements and applicable criteria are:

a. Initial Qualification. Except as provided below, initial qualification flight checks are required in each make and model of aircraft to be flown prior to acting as pilot-in-command in that aircraft.

(1) Exceptions. A flight check is not required for initial qualification in each MODEL of small, fixed- or rotary-wing aircraft provided:

(a) A separate type rating is not required by FAR part 61.

(b) The pilot is currently qualified as pilot-in-command due to a qualification flight check in an aircraft of the same category and class.

(c) There are no significant differences in the aircraft system, performance, or limitations.

(d) The manager who authorizes the flight determines that the pilot involved can be adequately qualified on the basis of ground familiarization only.

(2) Qualification in Rental Aircraft. Initial qualification and proficiency checks in open-market rental aircraft require compliance with the proficiency and currency standards of the operator as well as of this order. The initial qualification flight check in an open-market rental aircraft, if not given by an agency check pilot, must be given by the holder of a current flight instructor certificate who is provided by the operator. All flight checks must be documented on an FAA form 4040-2, INCLUDING THOSE CONDUCTED IN OPEN-MARKET RENTAL AIRCRAFT.

b. Category II Pilot Authorization - Issuance and Renewal.

(1) All pilots must satisfactorily meet the requirements of FAR parts 61 and 67, pertaining to eligibility, oral and operational test, and flight test maneuvers.

(2) Oral/operational test and flight check will be given by:

(a) ACDO/GADO operations inspectors, or

(b) Agency-designated check pilots with current category II authorization in the type aircraft to be flown (category II renewal flight checks only).

c. Recurrent Proficiency Checks. All pilots-in-command are required to satisfactorily complete proficiency checks and to attend recurrent training as outlined below. An FAA approved simulator course, when such a course is available, shall be used for recurrent training. Checks given as a part of recurrent training, either in an aircraft or an approved simulator, will satisfy one of the required periodic proficiency checks.

(1) Check interval is every 6 months for pilots maintaining pilot-in-command status in any ONE large or turbojet aircraft, except C-500/C-550 aircraft. Annual recurrent training is required. Attendance at a recurrent training course should be scheduled to alternate at 6-month intervals, with a proficiency check satisfactorily completed in the aircraft involved.

(2) Pilots required to maintain pilot-in-command status in two large or turbojet aircraft, except the C-500/C-550 series, shall receive proficiency checks annually in each type aircraft in which pilot-in-command status is maintained. Annual recurrent training is required, in rotation, in ONE of the aircraft types. A proficiency check given in an aircraft or in an approved simulator must be satisfactorily completed within the 12 months preceding the month in which the pilot is to act as pilot-in-command in each large or turbojet aircraft under the provisions of this subparagraph. Pilots shall not maintain pilot-in-command status in more than two large or turbojet aircraft.

> NOTE: The FAA Academy instructor qualification and standardization training with proficiency checks in an aircraft will satisfy the recurrent training and check requirements.

(3) Pilots required to maintain pilot-in-command status in C-500/C-550 aircraft shall receive annual proficiency checks in each of the types in which they are qualified. Annual recurrent training is NOT required.

(4) Pilots required to maintain pilot-in-command status in small aircraft will receive annual proficiency checks in the most complex type, when practicable, in which pilot-in-command status is maintained. For pilots qualified in both airplanes and rotorcraft, annual proficiency checks are required in the most complex type, and when practicable, in EACH category.

(5) A flight check completed in the calendar month before or the calendar month after the calendar month in which it becomes due is considered to have been completed in the calendar month in which it was due. However, the applicable cycle dates do not change.

(6) Successful completion of a qualification, recurrent, instrument flight training, or instructor pilot checkout course at the FAA Academy or under the supervision of a designated agency check pilot meets the requirements for an annual proficiency check in that aircraft type, provided this fact is recorded on FAA form 4040-2.

d. Special Flight Checks. A special flight check shall be given to a pilot-in-command after an accident occurs or after an incident when competency appears to have been a factor. The pilot involved shall demonstrate those aeronautical skills specified by the designated agency check pilot who conducts the check.

510. AGENCY CHECK FLIGHT ENGINEER. Only the following personnel are authorized to conduct check flights for agency engineers:

a. ACDO/GADO inspectors qualified as flight engineers in the aircraft to be flown.

b. Agency pilots/flight engineers who are assigned to flight operations activities and who have been designated in writing by their division managers on the basis of having experience, initiative, and maturity of judgment for the assignments.

511. FLIGHT ENGINEER CHECK FLIGHTS. All flight engineers are subject to flight checks, and these must be recorded on FAA form 4040-2. These records will be recognized and accepted agencywide and will be transferred when personnel are reassigned. Flight check requirements and applicable criteria are:

a. Flight Engineer Initial Qualification/Requalification. Initial flight engineer checkouts are required of all flight engineers prior to their acting as flight engineers on agency aircraft. An initial checkout is required for each type of aircraft to be flown.

(1) Each flight check will consist of a demonstration of skills required for original issuance of certificate.

(2) Each flight check will be given by an inspector who is qualified as flight engineer in the aircraft to be used or by a designated agency check flight engineer.

(3) A formal agency training course or checkout program must have been satisfactorily completed prior to initial qualification checks when a flight engineer is transitioning between reciprocating engine-powered, turbopropeller-powered, and turbojet-powered aircraft.

(4) Requalification, following a lapse of currency, may be attained after the requirements of subparagraphs (1) and (2) above are met.

b. Proficiency Checks. Every agency flight engineer is required to satisfactorily complete a flight proficiency check in an aircraft or appropriate flight simulator at least once every 12 months. This check will be computed from the date of initial flight engineer qualification or requalification. A flight check completed in the calendar month before or the calendar month after the calendar month in which it becomes due is considered to have been completed the calendar month in which it was due.

(1) The flight check shall consist of a demonstration of skills relevant to the issuance of the initial certificate.

(2) The flight check will be given by an ACDO/GADO operations inspector or by a designated check pilot or flight engineer.

c. Special Flight Checks. A special flight check shall be given to a flight engineer after an accident occurs or after an incident where competency appears to have been a contributing factor. The engineer involved shall demonstrate those flight engineer skills specified by the designated agency check pilot/engineer who conducts the check. This check also will be reported as a proficiency check, provided all segments of this requirement are met.

512. AGENCY INSTRUCTOR PILOT/FLIGHT ENGINEER. Agency instructor pilots and flight engineers are those flight crewmembers assigned to the Headquarters Management Staff, AVN-6, and to the FAA Academy, AAC-900, who teach/instruct formal agency flight courses. These instructors will be selected from experienced crewmembers who are thoroughly familiar with the equipment and functions of their crew positions, whose judgment and proficiency are of professional caliber, and who have the ability to impart instruction. Additionally, those to be designated as instructor pilots must possess valid flight instructor or airline transport pilot certificates with privileges in the categories, classes, and types of aircraft to be used. Those designated as instructor/flight engineers will hold current certificates and ratings pertinent to those crew functions. Instructor designations shall be made in writing by the Director, AVN, for the Headquarters Aircraft Management Staff, AVN-6, or by the Superintendent, FAA Academy, AAC-900, for Academy flight instructional positions.

513. MEDICAL REQUIREMENTS FOR RECURRENT TRAINING COURSES. A pilot enrolled in any recurrent training course must hold at least a third class medical certificate dated within 1 year (except for recurrent training in gliders and balloons; see figure 5.1). Hiring practices, initial qualification courses, and user organizations are permitted to require a higher class medical certificate where appropriate. This medical requirement is to be identified in specific position descriptions or job functional statements.

514.-519. RESERVED.

SECTION 2. TRAINING AND STANDARDIZATION

520. GENERAL. This section provides guidelines regarding formal flight training (including standardization courses) and other flight instruction, proficiency checks, etc., for those personnel managing or participating in the agency flight program.

521. FORMAL FLIGHT TRAINING.

a. All formal flight training except that done by approved air agencies under contract is conducted by the Academy or Headquarters Aircraft Management Staff utilizing designated instructor pilots. Formal training includes:

(1) Initial Qualification Courses.

(2) Recurrent Training Courses.

(3) Familiarization Courses.

(4) Standardization Courses.

(5) Instructor Qualification and Standardization.

(6) Aircraft Differences Training.

(7) Special-Purpose Courses.

b. Formal training DOES NOT INCLUDE annual proficiency checks, initial checkouts in aircraft which do not require a formal course, after-accident/incident checks, or other instructional flights that are conducted under the jurisdiction of each region, center, or AVN.

522. OTHER AGENCY FLIGHT INSTRUCTION AND INDOCTRINATION. All flight instruction not included in formal flight training is subject to the same basic guidelines as those imposed on formal flight training. Personnel selected to provide flight instruction, indoctrination, and checks under the jurisdiction of regions, centers, and AVN must be familiar with this order and the flight/operations manual for the type of aircraft involved if they are to provide the professional and standardized instruction, indoctrination, or flight checks desired.

523. REQUIRED FORMAL, AGENCY-APPROVED FLIGHT TRAINING COURSES.

a. Except for type ratings issued on the basis of military competency under the provisions of Federal Aviation Regulations, Part 61, a formal, agency-approved training course must have been satisfactorily completed prior to initial qualification in any aircraft for which a type rating is required or for transition between the following category or class of aircraft:

(1) From propeller to turbojet airplane.

(2) From airplane to rotorcraft.

(3) From rotorcraft to airplane.

b. If the required course is available at the Academy, the training must be obtained from that source.

524. PHYSIOLOGICAL TRAINING.

a. Every flight crewmember on pressurized aircraft must complete or have completed an initial physiological training course prior to initial qualification as a crewmember in any pressurized aircraft which operates at altitudes above 25,000 feet.

b. This course will be routinely given at the Civil Aeromedical Institute (CAMI) prior to or concurrent with initial qualification training.

c. Completion of a training course conducted by one of the military services or an approved civil facility is acceptable.

525. SURVIVAL TRAINING.

a. Water Survival and Ditching Training. A flight crewmember assigned to an area which requires extended overwater flights or single-engine flights beyond gliding distance of land shall attend and actively participate in one of the following training courses as soon as practicable during the first year of such assignment and at least once each 3 years thereafter.

(1) A water survival course, including wet drill, conducted by one of the armed forces.

(2) Ditching and survival course conducted by the Civil Aeromedical Institute.

(3) A substitute that is acceptable to the Director, AVN.

b. Arctic Survival Training. Every flight crewmember who regularly performs flights over arctic areas shall attend and actively participate in one of the following as soon as practical during the first year of such assignment. Recurrent training is required at least once each 3 years thereafter. At the discretion of the responsible director, recurrent training may be limited to classroom instruction.

(1) An arctic survival school conducted by one of the armed forces.

(2) Arctic survival course conducted by the Civil Aeromedical Institute.

(3) A substitute course acceptable to the Director, AVN.

c. Overwater Flights. Until completing one of the approved water survival courses, no person shall be assigned as pilot-in-command or as second-in-command for any extended overwater flight.

526. TRAINING RECORDS. A record of completion of each course of training required by this chapter shall be entered in the flight crewmember's personnel folder in memorandum form. This record shall include the place, duration, and inclusive dates of the training provided. Also, this information is to be reflected on FAA Form 4040-7, Aircraft Crewmember Authorization and Data.

527. FLIGHT CREWMEMBER'S FLIGHT RECORDS. Each facility will maintain a flight record folder for each assigned flight crewmember. The folder will contain at least:

a. A current copy of FAA Form 4040-7, Aircraft Crewmember Authorization and Data.

b. Copy of each FAA Form 4040-2, Flight Record and Record of Check Flight.

c. Current copy of FAA Form 8500-9, Medical Certificate.

d. Copy of FCC radio telephone permit.

e. Copy of each pilot certificate held.

f. Current letter of authorization for category II operations, if appropriate.

g. Record of emergency equipment training, when applicable.

h. Signed and dated document stating that he/she has read and understands the provisions of 4040.9 series and appropriate FAA flight operations orders (i.e., Headquarters Flight Program, 4040.19; Operations Standardization Branch Operations Manual, FSNFO 4040.1A, etc).

528. COMPLIANCE. Regions, flight operation activities, and flight crewmembers are jointly responsible for compliance with the requirements of this chapter. The pilot-in-command is responsible for having all required aircraft operational and survival equipment on board for all crewmembers and passengers.

529.-599. RESERVED.

CHAPTER 6. FLIGHT SAFETY

SECTION 1. FLIGHT SAFETY PROGRAM

600. GENERAL. The Federal Aviation Administration, charged with the responsibility of promoting aviation safety, shall exemplify, in its own aircraft operations, the standards required of others. To achieve this goal, continuous emphasis on accident prevention programs is required at all levels of supervision. Aircraft performance capabilities and human limitations, together with the many variables and hazards inherent in flight operations, tend to complicate the task of managing aviation resources effectively. If hazards are not recognized and either eliminated or adequately provided for, accident potential will be high, and the effectiveness of each aircraft operation will be compromised. Experience has demonstrated the value of accident prevention programs in reducing aircraft accident potential and enhancing overall mission effectiveness.

601. SAFETY PROGRAM. The objective of a flight safety program is to improve the operational capability of aircraft operating elements by conserving manpower, equipment, and dollar resources through a reduction in accident potential. Therefore, each operating organization is to establish an internal flight safety program comprised of:

a. A designated flight safety officer.

b. A schedule of quarterly safety meetings with all air and ground crews.

c. An accident prevention program that encompasses operations, maintenance, emergency drills, and health and survival activities.

602. ACCIDENT PREVENTION. Most accidents are preventable and are the result of singular failure or multiple failures either human or mechanical. Virtually all mechanical failures may be attributed to human failure at some point, in either the design, manufacture, maintenance, or operation of equipment. Thus, if accidents are to be prevented, it is necessary to detect and guard against human error at every stage of operation. This requires a continuous review of all phases of aviation activities affecting flight safety so that mistakes or potential mistakes can be identified and corrected. Accident prevention requires the active participation of all personnel. Each individual connected with aircraft operations, whether in an operational or a supporting role, contributes directly to the effectiveness of flight safety.

603. RECOMMENDATIONS FOR ACCIDENT PREVENTION. Constructive recommendations for accident prevention are encouraged at all times. The following are some methods employed in accident prevention:

a. The aeronautical hazard reporting system prescribed in paragraph 706.

b. The Aviation Safety Reporting Program described in Advisory Circular 00-46B.

c. Any other recommendations for accident prevention submitted and handled in accordance with procedures prescribed in Order 8020.11 series, Aircraft Accidents and Incidents - Notification, Investigation, and Reporting.

604.-619. RESERVED.

SECTION 2. FITNESS OF FLIGHT PERSONNEL

620. GENERAL. Aircraft and ground training can be effective only if the personnel who are participating are fit to fly. Inadequate nourishment, lack of sleep, excesses which lower efficiency, inattention to minor illnesses, distraction, and preoccupation are incompatible with safety of flight. Abuse of the body in any form should be viewed in the same light as improper maintenance of an aircraft. A professional approach to flying requires a thorough knowledge of one's limitations, idiosyncrasies, and physical and mental condition. Individuals are responsible for maintaining high levels of physical and mental fitness.

621. FLIGHT RESTRICTIONS AFTER USE OF DRUGS OR MEDICINES.

a. No medication other than aspirin, APC (aspirin, phenacetin, and caffeine), and similar drugs shall be taken by any individual, either while performing duties as a flight crewmember or while scheduled for such activities, except after consultation and advice of a flight surgeon.

b. Except in an emergency, no pilot-in-command shall permit a person who is obviously under the influence of drugs (except a medical patient under proper care) to be aboard his/her aircraft.

c. No agency employee or other person shall act as a flight crewmember on an agency aircraft while under the influence of any drugs that may affect his faculties or after the use thereof, within less than the following minimum elapsed times:

(1) Twelve hours after the last dose of any antihistamine drug, motion-sickness drug, antidiarrheal mixture, barbiturates, or sedative drugs, unless cleared sooner for flight by a qualified flight surgeon.

(2) Twenty-four hours after receiving inoculations (except smallpox and oral polio, which require no waiting period).

(3) Forty-eight hours after the last dose of tranquilizers, anti-hypertensive- or belladonna-type drugs, unless cleared sooner for flight by aqualified flight surgeon.

(4) Ninety-six hours after the last dose of griseofulvin or other fungicidal drugs used orally in the treatment of skin diseases, unless cleared sooner for flight by a qualified flight surgeon.

622. FLIGHT RESTRICTIONS AFTER CONSUMPTION OF ALCOHOLIC BEVERAGES.

a. Except in an emergency, no pilot-in-command shall permit a person who is obviously under the influence of alcohol to be aboard his/her aircraft.

b. No agency employee or other person shall act as a flight crewmember on an agency aircraft until a minimum of 8 hours has elapsed since alcohol was last consumed.

623. FLIGHT RESTRICTIONS AFTER BLOOD DONATIONS. Because of the potentially adverse effect of temporary blood deficiencies, the following restrictions shall be observed after blood donations:

a. Flight personnel shall be grounded for a period of 24 hours after donating more than one-half pint of blood.

b. Flight personnel shall not be permitted to engage in flight above flight level 350 for a period of 72 hours after donating more than one-half pint of blood.

624. FLIGHT RESTRICTIONS AFTER SCUBA DIVES. Within 12 hours after scuba diving, flight personnel shall not fly or perform low-pressure chamber runs, compressed-air dives, or high-pressure chamber runs unless examined and cleared for such activities by a qualified flight surgeon.

625.-629. RESERVED.

SECTION 3. SURVIVAL EQUIPMENT

630. GENERAL.

a. There are numerous accounts of successful survival, based on little more than the will and desire to live. In almost every case, however, the individuals concerned were hardy outdoorsmen and well acquainted with the environment that they would encounter in the event of ditching or forced landing in remote areas. Past experience has shown that several other critical factors largely determine the survivor's chances for rescue.

b. Rescue facilities and forces are available throughout the world. Their most difficult problem, when called upon, is locating the crash sites or survivors. A pilot can best ensure his own location by flying his filed flight plan and alerting ground stations at the first indication of an emergency. Adequate survival equipment and a thorough understanding of its limitations and use will greatly assist in the ultimate rescue. Ensuring that proper safety equipment is aboard and having knowledge of its use greatly increases the pilot's chance of survival. For ditching, adequate flotation is paramount. In every case, an emergency locator transmitter, a portable emergency radio, and a visual signaling device will greatly assist location. Protection from the elements is extremely important. Many times protection can be easily improvised.

c. Mission requirements, in addition to terrain and climate, must be considered in determining what survival equipment should be aboard each aircraft. Equally important is effective crewmember training in the use of this equipment.

d. This section provides general requirements regarding survival equipment. Each operating office should amplify these requirements to the degree considered necessary. Appropriate minimum survival equipment lists shall be established, and the equipment shall be aboard the aircraft.

631. EQUIPMENT REQUIREMENTS. The special survival equipment listed below shall be provided by local operating activities and be aboard during operations over remote areas or large bodies of water. Open-market rental aircraft shall be equipped to comply with the FOR HIRE provisions of FAR Part 91, section 33, when operated beyond power-off gliding distance from shore.

a. Emergency Radio. At least one portable emergency radio transceiver capable of communication on 121.5 MHz or 243.0 MHz and not dependent upon the aircraft power supply shall be aboard when a single-engine aircraft is operated beyond power-off gliding distance from land or when a multiengine aircraft is on an extended overwater mission. The device shall be packed in a self-buoyant, water-resistant container.

b. Life Preserver. One approved, inflatable, dual-compartment life preserver equipped with an approved survivor locator light shall be available foreach person on extended overwater flights. A suitable flotation device will be available for each person aboard a single-engine aircraft that is operated beyond gliding distance of land or when takeoffs or landings are made on water. Seaplanes and amphibian aircraft shall have life preservers aboard at all times; amphibian operations on land only are excepted. During takeoffs and landings on water, each occupant of a seaplane or amphibian shall have a life preserver readily available for donning. Wearing of life preservers is recommended.

c. Liferafts. Liferafts of sufficient capacity to accommodate the passengers and crew plus one additional occupant shall be provided in all aircraft on extended overwater missions. Each raft shall be equipped with an attached, approved survivor locator light. Appropriately equipped survival kits shall be provided, and shall contain at least a raft repair kit, a hand pump (except for those rafts having provisions for emergency oral inflation only), a first-aid kit, desalting kits, a signaling mirror, emergency rations, a tarpaulin, a fishing kit, a raft knife, a compass, sunburn ointment, chapstick, oars, emergency water containers, a pyrotechnic signaling device, a radar reflector (space blanket), a bailing bucket or sponge, a retaining line, a dye marker, a flashlight, and a Survival Manual USAF 64-5.

d. Exposure Suits. Quick-donning exposure suits shall be provided in sufficient quantity to accommodate passengers and crew on extended overwater missions or single-engine operations that are beyond gliding distance to land. This requirement exists when it is forecasted that:

(1) The water temperature will be less than 60 degrees Fahrenheit,

(2) The outside air temperature (OAT) will be less than 33 degrees Fahrenheit, or

(3) The combined OAT/water temperature is 120 degrees Fahrenheit or below.

NOTE: The requirement for exposure suits is waived when each liferaft aboard is equipped with a canopy.

e. Minimum Equipment Kit. As a minimum, the following miscellaneous survival equipment shall be available in kit form during all extended overwater flights or flights over remote areas:

(1) Police whistle.

(2) Two MK 13, Mod 0 signals (or equivalent).

(3) Packet gerus or penguin signals.

(4) Signal mirror.

(5) First-aid kit.

(6) Survival Manual USAF 64-5.

(7) SRU-16/8 minimum survival kit (or equivalent) containing 10 matches, 4 fire starters, 2 striker strips, 1 pocket knife, 2 safety pins, 6 purification tablets, 2 needles, 1 compass, 3 fish hooks, 2 bandages, 1 water bag, and 1 instruction sheet.

(8) Flashlight.

f. Parachutes. Parachutes shall be worn or available in airplanes as directed by the manager to whom the airplanes are assigned.

g. Arctic Equipment. Except for multiengine, turbine-powered aircraft flying passengers in transport category over regular air routes, appropriate arctic survival clothing shall be worn or available in sufficient quantity to accommodate the passengers and crew. Arctic sleeping bags in sufficient quantity to accommodate the personnel embarked shall be available when aircraft cross remote areas during periods specified in each region. For arctic operations the appropriate arctic survival equipment shall be provided.

h. Desert Equipment. Sleeping bags, sunglasses, emergency water, and other appropriate survival equipment shall be aboard the aircraft when the flight transverses desert areas.

i. Additional Equipment. The foregoing requirements should be supplemented by the responsible managers as experience and local conditions require.

j. Exception. The requirement for a survival weapon may be waived by the official having jurisdiction over the allocated flight-hours if the aircraft involved is to be landed in a foreign country which prohibits such weapons.

632. LIFERAFT PROCUREMENT REQUIREMENTS. All requests for procurement of liferafts shall be directed to the Aircraft Maintenance and Engineering Division (AVN-300).

633. STOWAGE REQUIREMENTS. All survival equipment shall be stowed in a manner which will make it easily accessible if ditching or a crash landing is imminent. It shall be installed in conspicuously marked, approved locations. Special care shall be taken by all personnel involved to ensure that this equipment remains clean and serviceable.

634. BRIEFING OF PASSENGERS. When survival equipment is aboard, the pilot-in-command or his designated representative shall ensure that passengers are briefed on its location and proper use. On a large aircraft, the pilot-in-command shall assign crewmembers specific and alternate duties and responsibilities for evacuation prior to ditching or crash landing. The instructions in the aircraft operations manual should be followed.

635. MAINTENANCE REQUIREMENTS. Requirements for the maintenance of FAA-owned survival equipment are contained in Order 4100.24 series, FAA General Maintenance Manual.

636.-699. RESERVED.

CHAPTER 7. ACCIDENTS, INCIDENTS, AND AERONAUTICAL HAZARDS

700. GENERAL. When an aircraft is involved in an accident or incident or when a mechanical failure occurs, the circumstances must be promptly reported by the pilot-in-command as required in this chapter and in accordance with established procedures. The responsibilities of the region, its operating elements, and the pilot-in-command of an aircraft with respect to aircraft accident and incident notification, investigation, and reporting are contained herein and in Order 8020.11 series, Aircraft Accidents and Incidents - Notification, Investigation, and Reporting. This chapter briefly outlines internal FAA procedures and guidelines pertaining to FAA-owned, -operated, -leased, or -rented aircraft.

701. AIRCRAFT ACCIDENTS.

a. An aircraft accident is an occurrence associated with the operation of an aircraft which takes place between the time any person boards the aircraft with the intention of flight until such time as all persons have disembarked and in which any person(s) suffers(s) death or serious injury as a result of being in or upon the aircraft or anything attached thereto, or the aircraft receives substantial damage.

b. Fatal injury means any injury which results in death within 30 days.

c. Serious injury means any injury which:

(1) Requires hospitalization for more than 48 hours, commencing within 7 days from the date the injury was received;

(2) Results in a fracture of any bone (except simple fractures of fingers, toes, or nose);

(3) Causes severe hemorrhages or nerve, muscle, or tendon damage;

(4) Involves injury to any internal organ; or

(5) Involves second- or third-degree burns or any burns affecting more than 5 percent of the body surface.

d. Substantial damage means damage or failure which adversely affects the structural strength, performance, or flight characteristics of the aircraft and which would normally require major repair or replacement of the affected component.

e. Minor damage is other than substantial damage having no impact on the safe operation of the aircraft.

f. An aircraft accident shall be reported immediately to the nearest air traffic facility, the flight standards, general aviation, or air carrier district office, and the National Transportation Safety Board (NTSB) in accordance with the general operating rules.

702. AIRCRAFT INCIDENTS.

a. Incident - An occurrence involving the operation of one or more aircraft in which a hazard or a potential hazard to safety is involved but which is not classified as an accident due to degree of injury and/or extent of damage. For the purpose of notification, investigation, and reporting, the following occurrences must be reported:

(1) In-flight fire.

(2) Rapid decompression requiring emergency action.

(3) Unwanted or asymmetrical thrust reversal.

(4) Flight control system malfunction or failure.

(5) Inability of any required flight crewmember to perform his or her normal flight duties as a result of injury or illness.

(6) Loss of life or serious injury which occurs as a result of personnel presence in or on an aircraft or in direct contact with the aircraft or with anything attached thereto during ground operations while engines are functioning without the intention of flight.

(7) Substantial damage to the aircraft sustained during ground operations with the engines functioning with no intention of flight.

(8) Turbine-engine rotor failure excluding compressor blades and turbine buckets.

(9) Aircraft collision in flight with less than substantial damage and minor or no injuries.

(10) Hazardous materials incidents.

(11) Any significant occurrence related to aviation safety. This includes, but is not limited to, threats or acts of sabotage and aircraft hijacking.

(12) In-flight total electrical failures for multiengine aircraft; in-flight total electrical failure for single-engine aircraft while under instrument meteorological conditions.

(13) Near midair collisions.

(14) Gear-up landings or any other collision with the ground or other object, which results in less than substantial damage to the aircraft.

b. An aircraft incident shall be reported to the nearest air traffic facility, the flight standards, general aviation, or air carrier district office in accordance with established local procedures.

c. The listing of reportable incidents in paragraph 702a(1) through (14) is not all inclusive. If doubt exists as to whether an occurrence is reportable, consult the nearest GADO or ACDO, or submit it to help prevent other similar incidents.

703. RESPONSIBILITIES OF THE NATIONAL TRANSPORTATION SAFETY BOARD. The NTSB is responsible for the investigation of accidents or incidents involving agency aircraft. In some instances, the NTSB may delegate responsibility for investigation to the Federal Aviation Administration. The Aviation Standards National Field Office will participate in the investigation through the designated FAA investigator in charge, as prescribed by the Director, AVN.

704. AIRCRAFT GROUND ACCIDENTS. The following definition and guidelines apply only to FAA maintenance and operations ground occurrences:

a. An aircraft ground accident is an occurrence resulting in damage to an aircraft which costs $100 or more in employee hour and/or material to repair, and in which there is no intent for flight.

b. An aircraft ground accident shall be investigated and reported as prescribed in Order 4100.24, FAA General Maintenance Manual.

705. AERONAUTICAL HAZARDS AND OTHER OCCURRENCES. Aeronautical hazards are those occurrences or conditions relating to all agency aircraft (including rental) not defined or reported in paragraphs 701 or 703, which result in damage to an aircraft or which could cause an incident, accident, or ground accident, if corrective action is not taken. Of special interest are hazards discovered in one aircraft of a fleet type which could occur in other aircraft of that type. Such hazards should be brought to the attention of all operators of that type as soon as possible. Since the following list of reportable hazards is not intended to be all-inclusive, good judgment must dictate which additional hazards should be reported. Examples of typical aeronautical hazards are:

a. Servicing aircraft with improper fuel.

b. Unscheduled in-flight engine shutdowns.

c. In-flight damage from hail, bird strikes, or turbulence.

d. In-flight failures requiring emergency action.

e. Fires not incident to flight.

f. Ni-Cad battery overtemp failures.

g. Accumulations of smoke or toxic fumes in occupied spaces during flight.

706. REPORTING AERONAUTICAL OCCURRENCES. As soon as practicable following an aircraft accident, aircraft incident, aircraft ground accident, or aeronautical hazard, the pilot-in-command or the operating activity shall transmit by telegrapn or by telephone with telegraphic confirmation all applicable information, using the following message format:

FROM: Operating Activity.

TO: Aviation Standards National Field Office, AVN-1

INFO: AVN-40, AVN-100, AVN-300
AVN-200 (flight inspection aircraft only).
ACT-600 (ACT aircraft only).
Regional Flight Standards Division (regional flight activities).

BT

UNCLAS

SUBJECT: AIRCRAFT ACCIDENT, AIRCRAFT INCIDENT, AIRCRAFT GROUND ACCIDENT, AERONAUTICAL HAZARD. (Use applicable subject) PARA 706, 4040.9C.

a. Date and local time of occurrence.

b. Aircraft type, N Number, location, and mission. The same mission code used on the Daily Flight Log, form 4040-5 or 4040-6 as appropriate.

c. Describe occurrence, failure, or condition. Include weather information if deemed a factor.

d. Part, component, or system involved.

e. Cite any in-flight emergency procedures used.

f. Apparent cause.

g. Corrective action taken or contemplated.

h. Status of aircraft. If out of service, estimated time in service; ETIS.

i. If necessary, request assistance from Headquarters Aircraft Management Staff (Hangar 6), AVN-100/300, or other Federal activity.

707. REPORTING OTHER OCCURRENCES. Any occurrence involving an aircraft which results in damage to non-Government property may result in a damage claim against the Government, and any occurrence involving an aircraft which may generate unfavorable publicity will be reported promptly to AVN, using the format of paragraph 706.

708. SECURITY OF THE AIRCRAFT AFTER AN ACCIDENT OR INCIDENT. Except as necessary during rescue and firefighting operations, the aircraft shall not be removed or disturbed in any way until released by the National Transportation Safety Board investigator in charge or FAA investigator if NTSB does not participate. Unless incapacitated, the pilot-in-command is responsible for the security of the aircraft until the arrival of the NTSB or FAA investigator. The assistance of local law enforcement officers should be requested for this purpose.

709. HARD LANDINGS AND SEVERE TURBULENCE.

a. Should a hard or overweight landing occur, or should severe turbulence be experienced, the manager of the operating office and the Quality Assurance Branch, AVN-320 (Telephone: 405-686-2321 or FTS 749-2321), shall be notified and advice shall be obtained regarding such occurrence prior to the next takeoff.

b. An appropriate entry of the occurrence shall be made in the aircraft logbook. The following information shall be included for those aircraft having flight data recorders:

(1) Date and time of suspected occurrence.

(2) Aircraft heading, altitude, and airspeed.

(3) Flap and/or slat position.

(4) Landing weight.

(5) Fuel load and gross weight.

710. FUEL DUMPING.

a. A pilot planning fuel dumping will first contact an air traffic facility and make known his or her intentions. Air Traffic will then advise of preferred fuel dumping area and discharge altitude. Additionally, Air Traffic will provide other essential air traffic information to provide separation from other aircraft.

b. In an emergency situation, fuel dumping is permissible when such action is essential to continued safe flight.

c. Any fuel dumping will be reported in the following format to the Aviation Standards National Field Office, AVN-40, as soon as practicable after the occurrence and noted on the daily flight log.

(1) Reason for fuel dumping.

(2) Approximate geographical area and discharge altitude.

(3) Type of fuel dumped.

(4) Approximate quantity of fuel dumped.

711. ENFORCEMENT ACTION CRITERIA APPLICABLE TO PILOTS INVOLVED IN ACCIDENTS/INCIDENTS IN AGENCY AIRCRAFT.

a. Agency pilots, regardless of certificate privileges or experience, are considered by the public to be professional pilots as well as representatives of the FAA, and their actions are judged accordingly. For this reason, even minor incidents can reflect adversely on the agency, and improper handling of these situations could create an undesirable public attitude. Each pilot, therefore, must hold to rigid performance standards. Violations of FAR's or this order should be identified by management and acted upon consistently and without delay.

b. When authorized personnel flying aircraft are involved in accidents/incidents and there is evidence that piloting skill or lack of knowledge were contributing factors, the following guidelines, in addition to the procedures provided in other applicable current directives, shall apply:

(1) Authorization to pilot agency aircraft shall be automatically withdrawn until it is determined whether a flight check is required. This determination shall be made by the responsible regional flight standards division manager.

(2) When a flight check is required, the involved pilot shall be given an "after accident/incident" flight check by a designated check pilot.

(3) Enforcement procedures as specified by Order 2150.3, Compliance and Enforcement Program, shall conform to those applicable to similar cases involving other occupational or professional pilots. In addition, the employee is subject to administrative action pursuant to Order 3750.4, Conduct and Discipline Handbook, and the table of suggested penalties contained in appendix 2 of that order.

(4) Recommended enforcement action should be coordinated with the director of the responsible office and should give consideration to any corrective measures or disciplinary action already taken by the agency.

(5) A brief summary of disciplinary action, proposed or completed enforcement action, or other corrective action taken for disposition of each occurrence shall be forwarded to the Director, AVN. Also, the summary shall include information regarding the cost of repair, capital value less salvageable equipment, or amount claimed by the owner from the Government, as appropriate. Negative replies are required.

712.-799. RESERVED.

APPENDIX 1. DEPARTMENT OF TRANSPORTATION AIR TRANSPORTATION AGREEMENT

1. GENERAL. This appendix depicts the Department of Transportation Air Transportation Agreement that is to be prepared and used when carrying certain nonofficial travelers aboard an FAA aircraft.

2. PURPOSE. This agreement is to be prepared to signify the release and discharge of the United States from any liability claims resulting from such travel.

3. APPLICABILITY. An agreement is to be processed and signed by nonofficial passengers as identified in chapter 2, section 5 of this order prior to boarding of the FAA aircraft.

4. DISTRIBUTION. One copy of the agreement is to be retained by the dispatching or flight origination office along with a copy of the Aircraft Request and Use Record, FAA Form 4040-6, or Flight Inspection Daily Log, FAA Form 4040-5.

> NOTE: A signed copy is not to be carried on the aircraft involved in the transportation of the passenger.

5. FORMS AVAILABILITY. The need for and use of this agreement is expected to be very limited, not warranting a standard preprinted FAA form number. Copies of this agreement are to be generated locally as required. Blank forms can be prepared in advance and kept on the aircraft and/or at the dispatching flight desk.

SAMPLE

DEPARTMENT OF TRANSPORTATION AIR TRANSPORTION AGREEMENT

DATE

LOCATION

FULL NAME

PERMANENT ADDRESS

For and in consideration of being permitted to fly as a passenger in aircraft operated by or on behalf of the United States of America, for and on behalf of myself, my personal representatives, heirs, and assigns, I hereby release and discharge the United States and its agents, servants, or employees from any and all claims for property damage and/or personal injury or death resulting from or during said flight or flights on continuances thereof or from ground operations incidents thereto.

SIGNATURE

WITNESS

WITNESS

NAME AND ADDRESS OF PERSON TO BE NOTIFIED IN EMERGENCY

APPENDIX 2. AIRCRAFT PROGRAM FLIGHT FORMS

1. GENERAL. This appendix covers the use of the crewmember and aircraft use forms utilized to control and document agency flight operations.

2. APPLICATIONS. This appendix applies to all regions, centers, headquarters, and the Aviation Standards National Field Office users of agency-owned, -loaned, -leased, or -rented aircraft.

3. DISCUSSION. The information reported through the use of these forms is essential for entering the data into the Aircraft Management Information System (AMIS). The reports generated by this ADP system provide the necessary information for budget review and program monitoring. Details are contained in chapter 4 of this order.

4. ACTION. The forms identified in this order and appendix will be completed in accordance with the instructions on the form and contained herein. It is mandatory that the office having jurisdiction over each aircraft ensure that the forms are prepared in strict conformity to these instructions to ensure maximum accuracy in the transfer of data to an ADP system.

5. FORMS AVAILABILITY. Forms are stocked in the FAA Depot for distribution through normal supply channels.

FORM NUMBER	STOCK NUMBER
FAA Form 4040-7	0052-00-890-4000
FAA Form 4040-2	0052-00-041-5002
FAA Form 4040-5	0052-00-859-1000
FAA Form 4040-6	0052-00-865-0000

6. INSTRUCTIONS FOR USE AND COMPLETION OF FAA FORM 4040-7, AIRCRAFT PROGRAM CREWMEMBER AUTHORIZATION AND DATA.

a. This form is to be completed for all authorized flight program participants except "infrequent" 999 crewmembers.

b. Sufficient instructions for completing the form are contained on the form (figure 1).

c. Associate Administrators, service and office directors in the Washington Headquarters, region and center directors, and Director, AVN, are the approving officials for pilot-in-command, second-in-command, and air crewmember participants (chapter 1, section 3).

7. INSTRUCTIONS FOR USE AND COMPLETION OF FAA FORM 4040-2, PILOT/FLIGHT ENGINEER FLIGHT RECORD AND RECORD OF CHECK FLIGHT.

a. This form is to be utilized and processed in accordance with chapter 4 of this order.

b. This form (figures 2 and 3) is self-explanatory and must be completed prior to pilot-in-command, second-in-command (when required by AFM), and flight engineer authorization.

8. INSTRUCTIONS FOR COMPLETING FLIGHT INSPECTION DAILY FLIGHT LOG, FAA FORM 4040-5. The number system used in these instructions corresponds to identical item numbers on the form (figures 4 and 5). Those items not numbered and those marked with a plus sign (+) are self-explanatory.

a. Aircraft Identification and Report Date.

(1) Enter two-character code for aircraft type followed by last three characters of the registration number. For two-character registration preface with "0" such as 88051. See codes.

Codes for Agency-Owned or -Leased Aircraft

AC-680 Rockwell	12
SK-76 Sikorsky	13
BE-200 Beech	27
BE-C90 Beech	29
BE-F90 Beech	30
B-727 Boeing	33
CV-580 Convair	42
DC-9 Douglas	59
G-159 Grumman	71
L-1329 Lockheed	83
NA-265-40 Rockwell	85
AC-1121 Jet Commander	86
CE-500 Cessna	87
NA-265-80 Rockwell	88
CE-550 Cessna	89

Codes for Rental Aircraft

CAT I	91
CAT II	92
CAT III	93
CAT IV	94
CAT V	95
CAT 9A	9A
CAT 9B	9B

Codes for Flight Inspection Aircraft

Piston Aircraft without PFIP	03
Piston Aircraft with PFIP	04
Turbine Aircraft without PFIP	05
Turbine Aircraft with PFIP	06

(2) Enter the six-digit date as month, day, and year.

Examples: July 4, 1973, as 070473
November 26, 1974, 112674

b. Rental Information Section.

(3) Aircraft Category. Circle the appropriate rental category as defined by this appendix.

(4), (5), and (6) +

(7) Enter type and quantity of fuel in U.S. gallons.

(8) Total Cost. Enter the total cost of the rental transaction. Additional charges for instructor, tiedown tax, etc., should be explained in "Remarks."

c. Flight Data Section.

(9) User Organization. AVN will use four-digit number code as indicated below.

Cost Center Code	Organizational Title
4810	Office of the Director
4820	Executive Offices
4830	Examinations Standards Branch
4850	Flight Procedures Branch
4860	Operations Standardization Branch
4890	Standards Development Branch
4920	FIFO SAC
4930	FIFO OKC
4940	FIFO BTL
4960	FIFO ATL
4970	FIFO ACY
4980	FIFO FRA
4915	FIFO ANC
4990	FIFO HNL
4900	FIFO TYO

(10) +

(11) Function or Purpose of Flight. Enter the code letter "F" which designates flight inspection.

(12) Number of Passengers Carried. Enter names, organization, point of embarkation, final deplaning, and status in "Remarks."

(13) Total Flight Time. Enter total block-to-block time from item 19. All such times should be expressed in hours and tenths.

(14) and (15) Enter Time From Elapsed Time Meter. If aircraft is not equipped with an elapsed time meter, keep a record of off/on times.

(16) Total Time in Service. Enter total time in service using an elapsed time meter or 24-hour clock. All times should be expressed in hours and tenths.

(17), (18), and (19) +

d. Workload Accomplishment Section.

(20) Facility Procedure. Enter the appropriate contraction code as outlined for the facility/procedure being checked as appropriate. Do not deviate from these contraction codes, as data processing machines are not programmed to tabulate variations. A separate column should be used to identify each facility or procedure.

FACILITY CODES

Facility	Codes	Sub-Codes
Instrument Landing System	ILS	G - Glide Slope L - Localizer D - DME S - SDF
Microwave Landing System	MLS	A - Azimuth
Interim Standard Microwave Landing System	IMLS	E - Elevation
VHF Omnidirectional Range	VOR	
TACAN, Tactical Air Navigation	TAC	
Co-located VOR and TACAN	VTAC	T - TACAN
Co-located VOR and DME	VDME	V - VOR
Locations with DME only	DME	D - DME
Precision Approach Radar (precision portion of GCA, RAPCON, STARE, etc.)	PAR[1]	

Facility	Codes	Sub-Codes
Airport Surveillance Radar (surveillance portion of GCA RAPCON, STARE, etc.)	ASR [1]	
Air Route Surveillance Radar (all long-range radar associated with ARTC Centers, including RATCC)	ARSR	A - Surveillance Accuracy Check
Low- or Medium-Frequency Range	LFR	
Homing Beacons	NDB [2]	M - MH [3,5]
		H - H/HH [4]
		U - UHF
		O - LOM
		L - LMM
		I - LIM
		D - DME
Direction-Finding Stations	DF	V - VHF
		U - UHF
		H - HF
		D - VHF/UHF (Doppler)
Secondary Radar	SECRA	
Airport Lights	APL	A - Approach Lights Systems (strobes, etc.)
		C - Centerline Light System
		L - Visual Lead-In Light System
		R - Reils
		T - Taxi Light System
		Z - Touchdown Zone Light System
		Y - Other (Explain in "Remarks)
		H - High-Speed Runway Turnoff Lights
		V - VASI
Procedures	PROC	A - Approaches
		H - Holding Pattern
		R - Routes & Airways
		S - Substitute Routes
		X - Intersections
		T - Terminal (Arrival or Departure)
		Y - Other (Explain in "Remarks")
		N - Area Navigation Routes
		Q - RNAV Approach

Facility	Codes	Sub-Codes
Terminal Communications	TCOM	T - Tower A - ASR P - PAR S - STARE R - RAPCON W - Pilot to Forecaster L - Light Gun
En route Communications	RCOM	F - FSS I - IFSS A - ARSR R - RCAG C - Center M - Military A/G H - HF Communications
Long-Range VHF/UHF Communications (Satellite, Troposcat, etc.)	LRCOM	
Fan Markers, etc. (Markers not broadcasting own ident, use ident of associated primary facility VOR, VTAC, ILS, etc., in Item 21)	MB	O - Outer Marker[6] M - Middle Marker[6] I - Inner Marker[6] F - Fan Marker Z - Z Marker
VHF Omni Test	VOT	
Long-Range Navigation System	LORAN	
Radio Frequency Interference	RFI	V - VOR T - TACAN I - ILS D - DF C - Communications
Low-Frequency, Long-Range Navigation System	DECCA	
SAFI Grid Flights	G	

Facility	Codes	Sub-Codes
Route/Grid (include all R work of periodic or Surveillance nature on established airways, routes, intersections, holding patterns, direct routes, subroutes, offshore routes, etc.)		
Jet Terminal Area (will normally be limited to terminal area either new or ones which have not been accomplished)		

NOTES:

1. It is particularly important that the facility equipment flight checked be identified on the daily flight log. Where more than one ASR or PAR is in operation at the same location or at sister locations, this equipment will be identified with the letter A, B, C, etc., following the normal three-letter identifier.

Example: SEMA, SEMB

Report SECRA as a separate column on the daily flight log. Update periodic requirements for SECRA's.

2. Compass Locators. Annual flight checks will be identified on the daily flight log when completed as NDB/O, NDB/M, NDB/L, etc.

3. MH Facility. Report on daily flight log as NDB/M.

4. H Facility and HH Facility. Report on daily flight log as NDB/H.

5. COMLO will be reported only by the three-letter identifier of the ILS/L.

Example:	NDB/O	ABQ
	NDB/O	ABI

6. When inspection time or adjustment time is sent on an MB/O, MB/I, or MB/M, enter a column on the daily flight log. List it as a special without a periodic update.

Examples of Code and Sub-Code Usage:

NDB/U (Homing Beacon - UHF)
APL/Z (Touchdown Zone Light System)
TCOM/L (Light Gun Check)
DF/V (VHF Directional Finding System)
PROC/R (Routes or Airways)
ILS/L (ILS Localizer Check)

Always enter the subcode after the slash.

(21) Location. Enter the three-letter number location designator which identifies the geographical location of the facility or procedure. In the case of a commercial broadcast station, enter the four-letter identification. Foreign government facilities may have one- to four-letter identifications. Enter flight number, SAFI grid flight number of location as appropriate. For glide slopes associated with the back course of ILS localizers, add the letter "R" to the three-letter identifier.

(22) Type of Check. Enter one-letter designator, as outlined below, or two letters in the event the check is incomplete.

C - Commissioning

E - Site Evaluation
P - Periodic
V - Surveillance
S - Scheduled Special[2]
U - Unscheduled Special[3]
A - After Accident
I - Incomplete Check
T - Proficiency
F - Ferry
H - Test

Examples: CI - Commission Incomplete
EI - Site Evaluation Incomplete
PI - Periodic Incomplete

2. S - Scheduled "Special" - Programmed special flight inspection; i.e., special-maintenance projects, programmed TACAN antenna change, and programmed DLM on military facilities.

3. U - Unscheduled "Special" - Unprogrammed callback inspection; i.e., to restore a facility to service, TACAN antenna change due to bearing malfunction, etc.

(23) Control No. Assigned by FIFO.

(24) Number of Procedures. Enter the number of approach, terminal route segments, intersections, or holding patterns checked.

(25) Checks Completed. (Computer Update-Flag) Item 2 on the daily flight log will normally be completed by the flight inspector on the date that the flight check is completed.

EXCEPTION: When only one transmitter can be completed and the other transmitter will not be done until a later date (weather, facility problems, aircraft malfunctions, etc.), update the periodic upon completion of the check of the first transmitter unless both transmitters were completed at the same time.

All required due dates will be projected by the computer program. The letters to be used are:

P - When the periodic check is to be updated.

M - When the monitor checks on ILS are to be updated.

A - Enter to indicate completion of inspections required on a yearly interval.

NOTE: Does not apply if periodic interval is on an annual basis.

(26) Owner Code. Enter:

F - FAA (Other than F&E)
A - Air Force
C - Coast Guard
P - Private
I - International
E - FAA F&E Projects
N - Navy
R - Army
S - State, County, or City
L - International (U.S. AID Funds)
O - Other (Specify in "Remarks")

(27) Funding Account Number. Enter the funding account number or code applicable as designated by the region (should not exceed five digits). If more than five digits, use last five. For an FAA F&E or R&D project, use a two-letter code followed by a number not to exceed five digits; e.g., EA 4572.

Region Code:

CE
EA
NE
NM
GL
SW
SO
CT
AL
WP
WA

City, State, Private: If reimbursable, enter agreement number (example: C0504).

Foreign Government: Enter agreement number (example: NAT-025).

Military: If military assistance project (MAP/MOA), enter agreement number. (Normally all military workload is operations-direct.)

(28) Number in Crew. Enter number of crewmembers as defined in paragraph 502 of this order.

(29) Discrepancy. Enter the appropriate code for each discrepancy found on a particular facility. In reporting an ILS discrepancy, show the transmitter by entering the numeral 1 or 2 before the discrepancy code(s). Examples:

(a) $\frac{\text{ILS/L}}{\text{IXE02C}}$ - The localizer had four discrepancies - TX-1 - alignment monitor, modulation, and coverage (usable distance) and TX-2 - clearance .

(b) $\frac{\text{PAR}}{\text{AK}}$ - The PAR had two discrepancies - alignment and glide slope angle.

(c) Consolidated Discrepancies List:

A - Alignment - bearing accuracy
B - Inoperative lights
C - Clearance - lower safe limit-obstruction
D - ADF needle action
E - Modulation
F - Filters
G - Fixed accuracy
H - Homing station message
I - Identification
J - Glide slope coincidence
K - Glide slope angle
L - Light intensity

M - Monitor
N - Range accuracy
O - Coverage, usable distance, angular
P - Polarization
Q - Frequency interference
R - Rotation - sensing
S - Structure
T - Transmitter differential
U - Unlocks
V - Voice
W - Width - course, sensitivity
X - Alignment monitors
Y - Clearance
Z - Width monitors

e. Flight Hours Section.

(30) Inspection. Flight time spent inspecting facility.

(31) Adjustment. Flight time spent ONLY on the actual adjustment to a parameter of a commissioned facility and, as a result of an adjustment, the recheck of parameters previously inspected.

Example: ILS Periodic - Width adjustment time .5 hours. Periodic inspection continues after the adjustment is complete.

(32) En route Surveillance. Flight time spent when conducting surveillance of facilities such as RCOM, TCOM, MB, etc., and VOR/VORTAC facilities when not scheduled and periodic requirements are complete.

(33) En route. Flight time en route to accomplish a scheduled inspection and no surveillance being accomplished. Further, en route will include FERRY, TEST, and PROF time when none of (32) and (33) can be accomplished.

(34) Total Flight Hours. Total of items (30) through (33) above. The total of all flight times recorded here must agree with the total of all figures listed in item (13).

f. Crew Data Section.

(35) Crew Identification. Enter current crew number preceded by letters which identify flight crewmembers by organization.

Example: BT030.

(36) Pilot-in-command (PIC) time shall be credited and logged in accordance with FAR 61 and this order.

(37) Second-in-command (SIC) time shall be credited and logged in accordance with FAR 61 and this order.

(38) Pilot (P) time shall be credited for time while a pilot is at the flight controls who, regardless of his or her qualifications for the control position at which he or she sits, is actually exercising the principal active control of the aircraft's flight controls, including the time he or she is controlling the autopilot. For any flight, the total pilot time credited to all pilots must equal the flight time for the flight.

(39) Instructor pilot (IP) time shall be credited only to pilots designated as FAA instructor pilots or FAA check pilots for such time as they are acting in this capacity. The total IP time credited to all pilots should not exceed the flight time for the flight. Time credited to IP should also be included in PIC time in accordance with FAR 61.

(40) Flight engineer (FE) time shall be credited for flight time during which an individual is functioning as a flight engineer or is actually conducting either instructional or check flights as a designated FAA instructor/check flight engineer.

(41) Flight navigation (NAV) time shall be credited for flight time during which an individual is functioning as a flight navigator or is actually conducting either instructional or check flights as a designated FAA instructor/check flight navigator.

(42) Other flight (Other) time will be credited for flight time spent while a flight crewmember, crewmember, or additional crewmember but not for time in passenger status. Other time should be credited to flight maintenance technicians, electronic technicians (recorder operator/theodolite operator), and extra pilots, flight engineers, and flight navigators only for the time actually spent aboard the aircraft in crewmember status.

(43) Hood. Enter flight time in hours and tenths while the individual is under the hood manipulating the controls.

(44) Weather. Enter flight time in hours and tenths while the individual is manipulating the controls under actual instrument conditions.

(45) Night. Enter flight time in hours and tenths for each pilot for the time he/she was at the flight controls between the end of evening civil twilight and the beginning of morning civil twilight (as published in the American Air Almanac, converted to local time).

(46) and (47) Takeoffs and Landings. Enter the number of day and/or night takeoffs/landings for the pilot actually accomplishing them. Night takeoffs and landings shall be logged as such only when they are accomplished during the period between 1 hour after sunset and 1 hour before sunrise.

(48) Approaches. Enter the number and types of approaches in accordance with the following codes:

G - PAR/GCA
I - ILS
N - Nonprecision

(49) Remarks Section. List all passengers on the reverse side in the "Remarks" section or on an attached passenger manifest if additional space is needed. The following information is required.

(a) Passenger's last name and first initial.

(b) Routing symbol or agency (if passenger is not an FAA employee, identify organization.)

(c) Point of embarkation and final deplaning point.

(d) Status, i.e., purpose for being on aircraft.

9. INSTRUCTIONS FOR USE AND COMPLETION OF FAA FORM 4040-6, FAA AIRCRAFT REQUEST AND USE RECORD.

a. This form (figures 6 and 7) is to be utilized to document the use of all agency aircraft, including rental aircraft and flight simulators, for all purposes other than flight inspection activities.

b. When prior approval for use of an aircraft (or synthetic flight simulator) and/or carrying of passengers is required, the person requesting use of an aircraft (or simulator) will complete the "Aircraft Request" section (items 1 through 5) of FAA form 4040-6 and present it for approval (item 6) prior to commencing flight in accordance with this order. Users of agency aircraft on a full-time basis who are operating aircraft in accordance with an approved flight schedule do not need to complete items 2, 3, and 6 unless passenger transportation is being provided.

c. Passenger, flight, and crew data, including rental data if rented aircraft or simulator is used, will be entered in the "Aircraft Use Record" and "Rental Aircraft Data" sections by the pilot-in-command. The completed form will then be returned promptly to the approving office or operating activity, as appropriate, after termination of the flight.

d. Submission of FAA form 4040-6 for each day's flight activity by a particular aircraft and crew is required.

READEX FICHE

For a multiday itinerary conducted under a single approval, the "Aircraft Request" section needs to be completed on the first sheet of FAA form 4040-6. In case of a rented aircraft, the "Rental Aircraft Data" for the entire flight may be entered on the last sheet, FAA form 4040-6.

e. The approving/verifying office, or operating activity, will review the flight data to verify that the flight was made essentially as requested. It will be the responsibility of the reviewing office to ensure that all entries are correct and legible and to enter this information if it was not entered by the pilot. Submission of records of poor quality is indicative of a lack of familiarity with this order which is required of all flight crewmembers.

f. The original copy of this form is to be retained by the office having jurisdiction over allocated flight-hours for 3 years and then destroyed. A copy of this form is to be forwarded to the designated AMIS input operator.

g. Explanation of Format. The format for form 4040-6 is detailed in subparagraphs h, i, and j. The numbering system within these subparagraphs corresponds to the numbers on the form.

h. Aircraft Request Section.

(1) Source. Check appropriate BLOCK.

(a) FAA - Agency-owned or exclusive-lease aircraft.

(b) Rental - Open-market or contract rental aircraft including military helicopters and simulators.

(2) Type Aircraft Desired. Enter type of aircraft or simulator expected to be used or required to support the mission. This should be a specific make and model; or, if a rental aircraft or simulator is to be used and make and model are not known, enter appropriate aircraft category code, such as category I, category III, or simulator, etc.

(3) Date(s) Required. Show inclusive dates.

(4) Justification. Enter purpose of flight and explain why an agency or rental aircraft is being used. State proposed itinerary and estimated total flight-hours and identify pilot-in-command, other crewmembers, and passenger manifest, where known. For evaluation, currency, or transportation flights refer to chapter 2, paragraphs 232, 233, and 234 for specific references. For R&D scheduled flights, enter R&D plus project number. If flight is multi-purpose, specify the primary and secondary purpose of the flight.

(5) Requested By. Signature of person requesting use of aircraft. Include routing symbol and date.

(6) Approved By. Signature of person authorized by this order to approve the use of agency aircraft (when required). Include typed or printed name, routing symbol, and date.

i. Aircraft Use Record Section.

(7) Type Aircraft. Enter type (make and model) aircraft used (e.g., BE-200). Do not enter code.

(8) Code. Enter two- (2-) character code for aircraft type followed by last three (3) characters of the registration number (e.g., 27004 for agency-owned BE-200, N4; 921XY for a rental Beech model 35, N-471XY). For two-character registration preface with "0" such as 27004.

Codes for Agency-Owned or -Leased Aircraft

Aero Commander 680	12	Grumman	71
Sikorsky SK-76	13	L-1329 Lockheed	83
BE-200 Beechcraft	27	NA-265-40 Rockwell Int'l	85
BE-C90 Beechcraft	29	AC-1121 Israel	86
BE-F90 Beechcraft	30	C-500 Cessna	87
B-727 Boeing	33	NA-265-80 Rockwell Int'l	88
CV-580 Convair	42	C-550 Cessna	89
DC-9 McDonnel Douglas	59		

Rental Aircraft Category and Codes

Category I	91 -	Single-engine, propeller-driven, one- or two-place, fixed-wing aircraft.
Category II	92 -	Single-engine, propeller-driven, three-placed (or more), fixed-wing aircraft.
Category III	93 -	Twin-engine, propeller-driven, fixed-wing aircraft of 12,500 pounds or less maximum certificated takeoff weight.
Category IV	94 -	Rotary-wing aircraft.
Category V	95 -	Other aircraft, such as large aircraft, balloons, or gliders.
Category 9A	9A -	Simulator, Air Carrier Inspector.
Category 9B	9B -	Simulator, General Aviation Inspector.

(9) Registration Number. Enter COMPLETE aircraft registration (N) number.

(10) User Organization. Enter the one- (1-) character activity code plus the four- (4-) character user organization's accounting cost center code. Cost center codes are listed in Order 1375.7, Organization/Cost Center Codes Standard Data Elements.

(11) Region. Enter appropriate regional code as shown below:

AC - Aeronautical Center
AL - Alaskan
CE - Central
CT - Technical Center
EA - Eastern
GL - Great Lakes
NE - New England
NM - Northwest Mountain
WP - Western Pacific
SO - Southern
SW - Southwest
WA - Washington Headquarters
VN - Aviation Standards National Field Office

(12) Reimbursable Accounting Number. If use of the aircraft is to be paid for by other than the organization having jurisdiction over the aircraft, enter a reimbursable account number which will be furnished by the local accounting or program office.

(13) Purpose of Flight. Check appropriate block(s) only. If flight is multi-purpose, indicate primary and secondary purposes by entering numerical 1 and 2 in the appropriate blocks. Mark no more than two (2) blocks.

Use Category			Typical Examples
01	Evaluation*	-	Evaluation of airport lighting, the ATC system, instrument approach procedures.
02	Currency*	-	Flights to meet aircraft program flight check, proficiency, currency, or familiarization requirements.
03	Transportation*	-	Transportation is determined to be in the best interest of the Government.
04	Combination Currency/ Transportation	-	DELETE - make pen-and-ink changes on existing forms.
05	Logistics	-	Transportation of material and support personnel for official mission needs.
06	Research & Development	-	Scheduled flight-hours directly related to developing new electronic aids, air traffic procedures, and aircraft improvements.

07 Training - Scheduled flight-hours directly related to formal training courses (limited to Academy and Hangar 6).

08 Training IQ & S - Academy flights conducted for purpose of Academy instructor qualification and standardization (includes designated Hangar 6 instructors).

09 Reimbursable - Flight-hour expenditures to be funded by other than the FAA organization having jurisdiction over the aircraft.

10 Test and Ferry - Flight-hours associated with returning an aircraft to service after maintenance, overhaul, or modification and for the purpose of transferring aircraft between two locations.

*See chapter 2, paragraphs 232 through 234 for specific reference to be placed in "Remarks" or "Justification."

(14) Total Number of Passengers. Total number of passengers listed in item 15.

(15 - Part 1) Itinerary and Passengers.

(a) Date - Enter date of flight activity (i.e., month, day, year as 7/14/81).

(b) & (c) From/To - As flown utilizing airport location identifiers (DCA, ACY, etc.).

(d) Block Out/Block In - Use 24-hour clock times.

(e) Flight Time - Total elapsed, block-to-block time from item 15d, expressed as hours and tenths.

(f) & (g) Name of Passenger(s)/Routing Symbol or Agency - Last name and first initial. If passenger is other than an FAA employee, identify organization or status (dependent, military, Congressman, spouse, etc.). If additional space is needed, passengers may be listed on reverse side or on an attached passenger manifest. Unofficial travelers must sign DOT air transportation agreement prior to flight (appendix 1).

(h) & (i) From/To - Airport location identifier or embarkation and final deplaning point of passenger.

(j) Total Flight Time. Total of column e, expressed in hours and tenths.

(k) Total Time in Service. Use time from elapsed-time meter expressed in hours and tenths (or 1/100 if so recorded). Where aircraft is not so equipped, keep a record of time from takeoff to landing.

(15 - Part 2) Crew Data.

(a) Name. Enter names of PIC/SIC and additional crewmembers as defined in this order.

(b) Number. Current crew number preceded by letters which identify organization (e.g., HQ702).

(c) & (d) PIC/SIC. Hours to be logged in accordance with FAR 61 and this order.

(e) Pilot. Flight experience as sole manipulator of the primary flight controls, including autopilot.

(f) IP. Creditable to minimum currency requirements only for pilots designated FAA instructor pilots or FAA check pilots, for such time as they are acting in this capacity. The total IP time credited to all pilots should not exceed the flight time for the flight.

(g) FE. Credited for flight time during which an individual is functioning as a flight engineer or FAA check flight engineer under provisions of this order.

(h) Wx/Hood. Pilot flight time under actual or simulated instrument conditions. Circle appropriate designation. When actual and simulated instrument conditions are logged on one form, a note may be added to show proper breakdown of time.

(i) Night. Flight time for each pilot, for the time he/she was at the flight controls during the period between the end of evening civil twilight and the beginning of morning civil twilight, as published in the American Air Almanac, converted to local time.

(j) Approaches. Enter number of instrument approaches in each category - precision or nonprecision.

(k) & (l) Takeoffs/Landings. Enter number of takeoffs and landings in appropriate column - day or night. Night takeoffs and landings shall be logged only when they are accomplished during the period between 1 hour after sunset and 1 hour before sunrise.

j. Rental Aircraft Data Section.

(16) Rental Category. Check the block corresponding to the category aircraft/simulator being rented. (See paragraph i(8) above for definitions.)

(17) Purchase Order Number. Enter SF-44 or blanket purchase agreement number, as applicable.

(18) Total Fuel Used. Enter amount of fuel consumed in gallons and cost (if known) for agency aircraft and dry rentals. For wet rentals, enter estimated gallons of fuel consumed.

(19) Charges. When charges shown are total for an itinerary covering more than one FAA form 4040-6, care must be taken to ensure that all forms for that flight are submitted together to permit proper accounting.

(a) Total Rental Time. In hours and tenths. Block-to-block, hour-meter, or other time as charged by vendor.

(b) Rental Cost. Enter aircraft rental costs.

(c) Other Charges. Hangar fee, tiedown, overnight parking, glider tow, etc. List charges individually on back of form.

(d) Total. Self-explanatory.

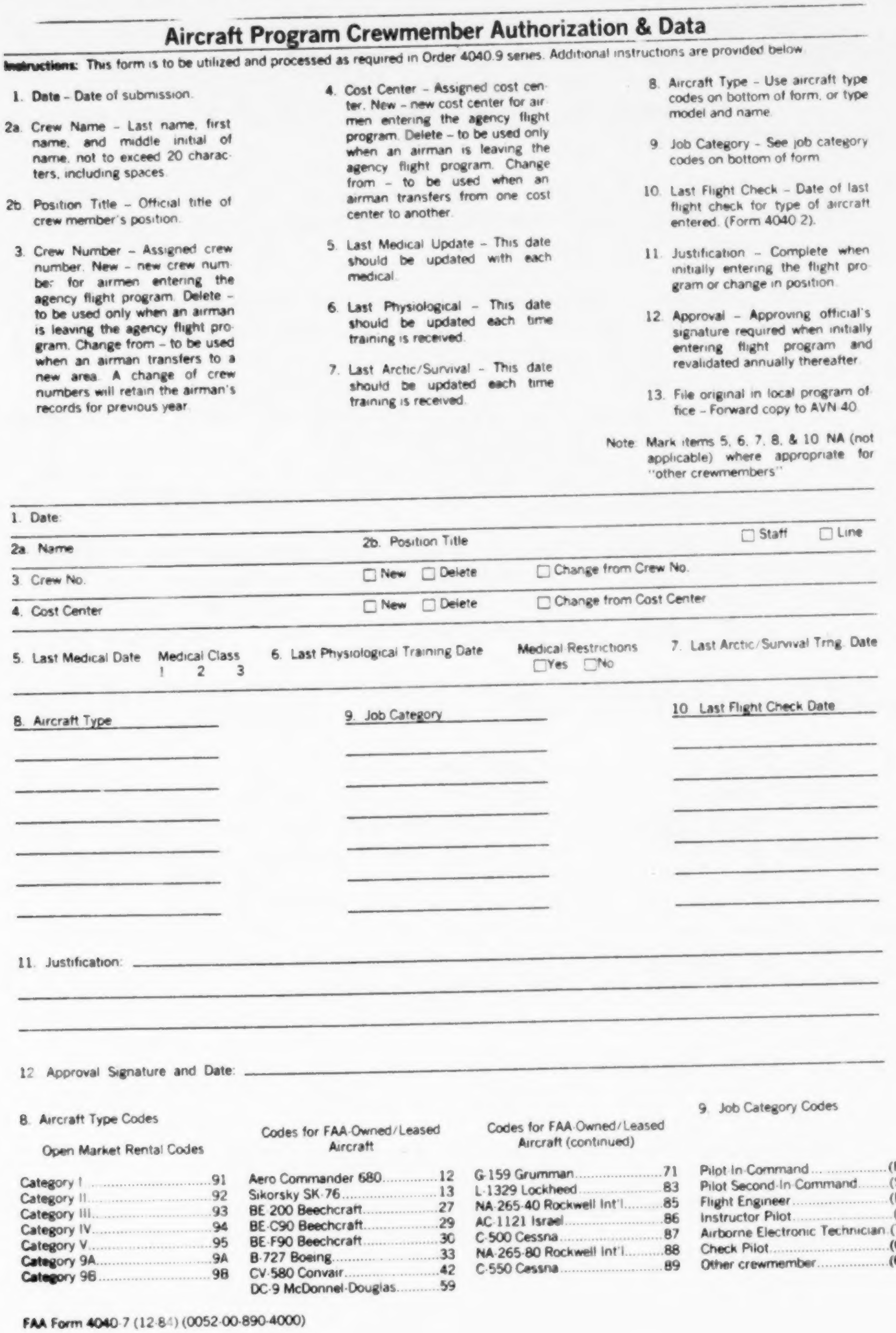
(20) Aircraft Rented From. Enter name and address of aircraft/simulator vendor.

k. For Official Use Only Section.

(1) Verified By. To be completed by approving/reviewing official after flight is terminated and the pilot-in-command has submitted a completed form for review. The reviewer shall insure that the form is properly filled out and all entries are correct and legible before submission.

(2) Databank Entry. To be completed by person who enters data from the reviewed form into the AMIS (normally, AVN).

FIGURE 1. SAMPLE FAA FORM 4040-7, AIRCRAFT PROGRAM CREWMEMBER AUTHORIZATION & DATA



Aircraft Program Crewmember Authorization & Data

Instructions: This form is to be utilized and processed as required in Order 4040.9 series. Additional instructions are provided below.

1. **Date** – Date of submission.

2a. Crew Name – Last name, first name, and middle initial of name, not to exceed 20 characters, including spaces.

2b. Position Title – Official title of crew member's position.

3. Crew Number – Assigned crew number. New – new crew number for airmen entering the agency flight program. Delete – to be used only when an airman is leaving the agency flight program. Change from – to be used when an airman transfers to a new area. A change of crew numbers will retain the airman's records for previous year.

4. Cost Center – Assigned cost center. New – new cost center for airmen entering the agency flight program. Delete – to be used only when an airman is leaving the agency flight program. Change from – to be used when an airman transfers from one cost center to another.

5. Last Medical Update – This date should be updated with each medical.

6. Last Physiological – This date should be updated each time training is received.

7. Last Arctic/Survival – This date should be updated each time training is received.

8. Aircraft Type – Use aircraft type codes on bottom of form, or type model and name.

9. Job Category – See job category codes on bottom of form.

10. Last Flight Check – Date of last flight check for type of aircraft entered. (Form 4040 2).

11. Justification – Complete when initially entering the flight program or change in position.

12. Approval – Approving official's signature required when initially entering flight program and revalidated annually thereafter.

13. File original in local program office – Forward copy to AVN 40.

Note: Mark items 5, 6, 7, 8, & 10 NA (not applicable) where appropriate for "other crewmembers"

1. Date:

2a. Name 2b. Position Title ☐ Staff ☐ Line

3. Crew No. ☐ New ☐ Delete ☐ Change from Crew No.

4. Cost Center ☐ New ☐ Delete ☐ Change from Cost Center

5. Last Medical Date Medical Class 1 2 3 6. Last Physiological Training Date Medical Restrictions ☐ Yes ☐ No 7. Last Arctic/Survival Trng. Date

8. Aircraft Type	9. Job Category	10. Last Flight Check Date

11. Justification:

12. Approval Signature and Date:

8. Aircraft Type Codes

Open Market Rental Codes

Category I	91
Category II	92
Category III	93
Category IV	94
Category V	95
Category 9A	9A
Category 9B	9B

Codes for FAA-Owned/Leased Aircraft

Aero Commander 680	12
Sikorsky SK-76	13
BE 200 Beechcraft	27
BE-C90 Beechcraft	29
BE-F90 Beechcraft	30
B-727 Boeing	33
CV-580 Convair	42
DC-9 McDonnel-Douglas	59

Codes for FAA-Owned/Leased Aircraft (continued)

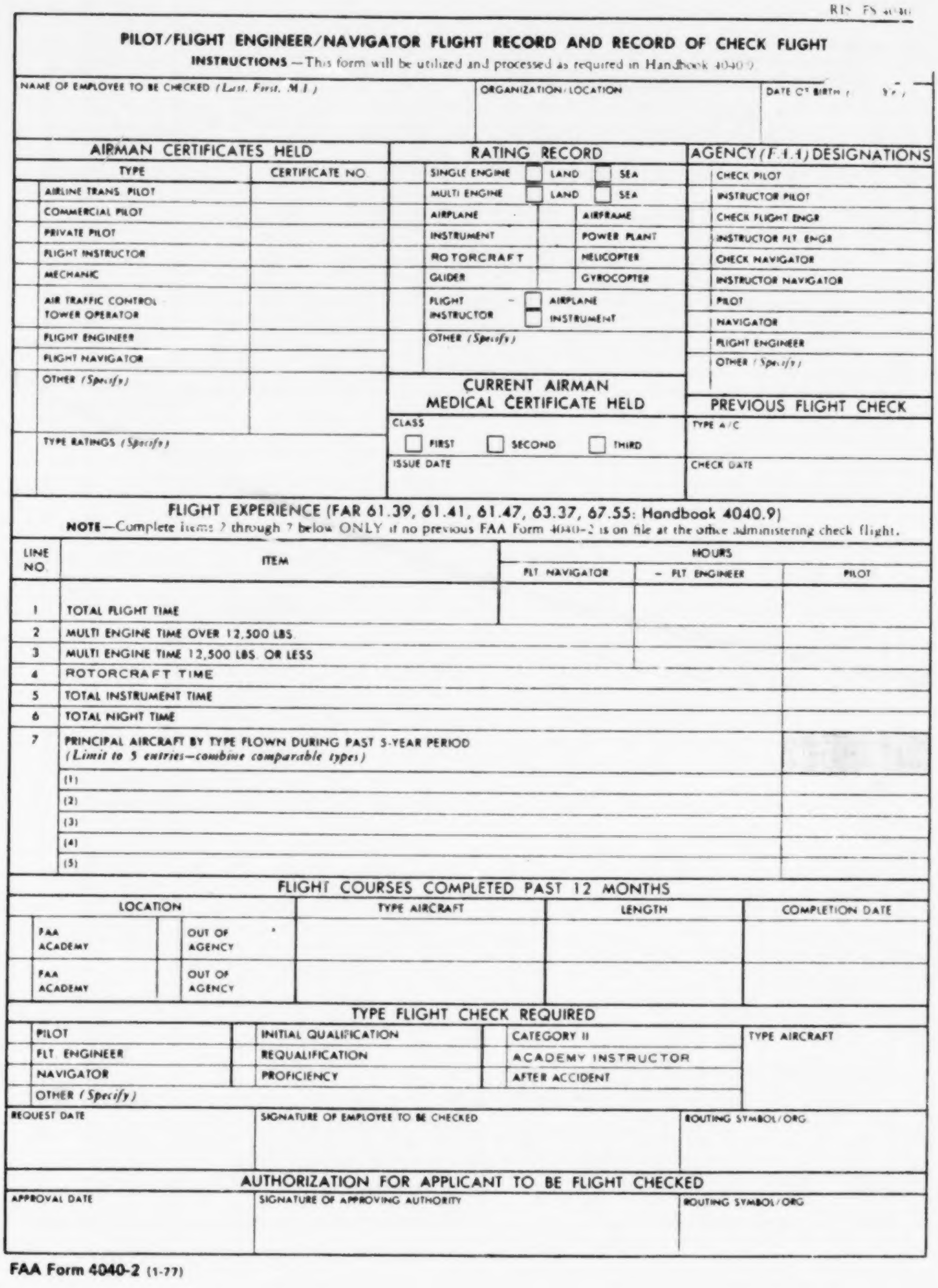
G-159 Grumman	71
L-1329 Lockheed	83
NA-265-40 Rockwell Int'l	85
AC-1121 Israel	86
C-500 Cessna	87
NA-265-80 Rockwell Int'l	88
C-550 Cessna	89

9. Job Category Codes

Pilot-In-Command	(P)
Pilot Second-In-Command	(S)
Flight Engineer	(E)
Instructor Pilot	(I)
Airborne Electronic Technician	(T)
Check Pilot	(C)
Other crewmember	(O)

FAA Form 4040-7 (12-84) (0052-00-890-4000)

FIGURE 2. SAMPLE FAA FORM 4040-2, PILOT/FLIGHT ENGINEER/NAVIGATOR FLIGHT RECORD AND RECORD OF FLIGHT CHECK



RIS: FS 4040

PILOT/FLIGHT ENGINEER/NAVIGATOR FLIGHT RECORD AND RECORD OF CHECK FLIGHT

INSTRUCTIONS—This form will be utilized and processed as required in Handbook 4040.9

NAME OF EMPLOYEE TO BE CHECKED *(Last, First, M.I.)*	ORGANIZATION/LOCATION	DATE OF BIRTH (Yr)

AIRMAN CERTIFICATES HELD		
	TYPE	CERTIFICATE NO.
	AIRLINE TRANS. PILOT	
	COMMERCIAL PILOT	
	PRIVATE PILOT	
	FLIGHT INSTRUCTOR	
	MECHANIC	
	AIR TRAFFIC CONTROL TOWER OPERATOR	
	FLIGHT ENGINEER	
	FLIGHT NAVIGATOR	
	OTHER *(Specify)*	
	TYPE RATINGS *(Specify)*	

RATING RECORD			
	SINGLE ENGINE	☐ LAND	☐ SEA
	MULTI ENGINE	☐ LAND	☐ SEA
	AIRPLANE		AIRFRAME
	INSTRUMENT		POWER PLANT
	ROTORCRAFT		HELICOPTER
	GLIDER		GYROCOPTER
	FLIGHT INSTRUCTOR –	☐ AIRPLANE ☐ INSTRUMENT	
	OTHER *(Specify)*		

AGENCY *(FAA)* DESIGNATIONS	
	CHECK PILOT
	INSTRUCTOR PILOT
	CHECK FLIGHT ENGR
	INSTRUCTOR FLT. ENGR
	CHECK NAVIGATOR
	INSTRUCTOR NAVIGATOR
	PILOT
	NAVIGATOR
	FLIGHT ENGINEER
	OTHER *(Specify)*

CURRENT AIRMAN MEDICAL CERTIFICATE HELD

CLASS ☐ FIRST ☐ SECOND ☐ THIRD

ISSUE DATE

PREVIOUS FLIGHT CHECK

TYPE A/C

CHECK DATE

FLIGHT EXPERIENCE (FAR 61.39, 61.41, 61.47, 63.37, 67.55: Handbook 4040.9)

NOTE—Complete items 2 through 7 below ONLY if no previous FAA Form 4040-2 is on file at the office administering check flight.

LINE NO.	ITEM	HOURS		
		FLT. NAVIGATOR	– FLT. ENGINEER	PILOT
1	TOTAL FLIGHT TIME			
2	MULTI ENGINE TIME OVER 12,500 LBS.			
3	MULTI ENGINE TIME 12,500 LBS. OR LESS			
4	ROTORCRAFT TIME			
5	TOTAL INSTRUMENT TIME			
6	TOTAL NIGHT TIME			
7	PRINCIPAL AIRCRAFT BY TYPE FLOWN DURING PAST 5-YEAR PERIOD *(Limit to 5 entries—combine comparable types)*			
	(1)			
	(2)			
	(3)			
	(4)			
	(5)			

FLIGHT COURSES COMPLETED PAST 12 MONTHS

LOCATION				TYPE AIRCRAFT	LENGTH	COMPLETION DATE
	FAA ACADEMY		OUT OF AGENCY			
	FAA ACADEMY		OUT OF AGENCY			

TYPE FLIGHT CHECK REQUIRED

	PILOT		INITIAL QUALIFICATION		CATEGORY II	TYPE AIRCRAFT
	FLT. ENGINEER		REQUALIFICATION		ACADEMY INSTRUCTOR	
	NAVIGATOR		PROFICIENCY		AFTER ACCIDENT	
	OTHER *(Specify)*					

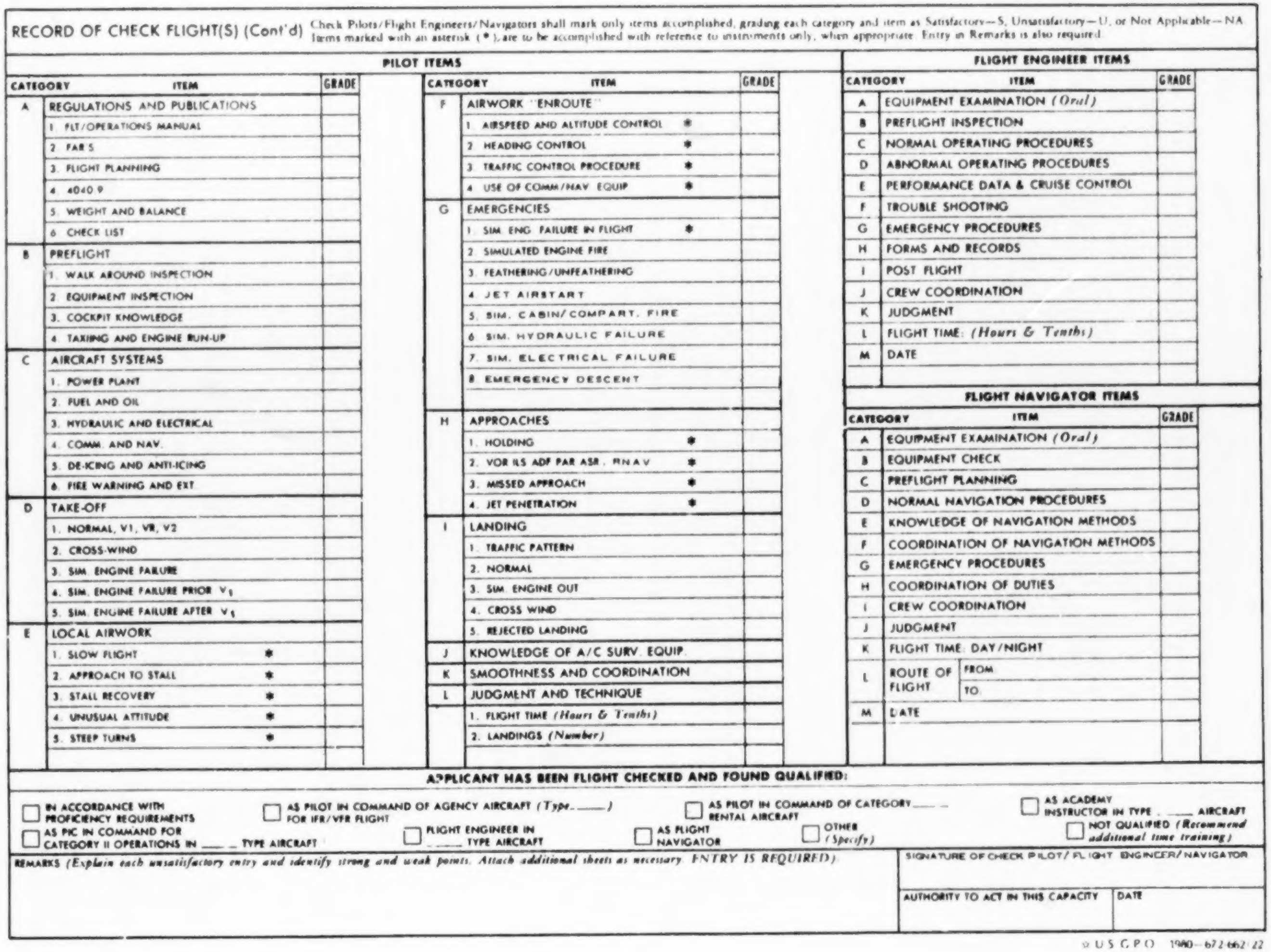
REQUEST DATE	SIGNATURE OF EMPLOYEE TO BE CHECKED	ROUTING SYMBOL/ORG.

AUTHORIZATION FOR APPLICANT TO BE FLIGHT CHECKED

APPROVAL DATE	SIGNATURE OF APPROVING AUTHORITY	ROUTING SYMBOL/ORG.

FAA Form 4040-2 (1-77)

FIGURE 3. SAMPLE FAA FORM 4040-2, (REVERSE)



RECORD OF CHECK FLIGHT(S) (Cont'd) Check Pilots/Flight Engineers/Navigators shall mark only items accomplished, grading each category and item as Satisfactory—S, Unsatisfactory—U, or Not Applicable—NA. Items marked with an asterisk (*), are to be accomplished with reference to instruments only, when appropriate. Entry in Remarks is also required.

PILOT ITEMS

CATEGORY	ITEM	GRADE
A	REGULATIONS AND PUBLICATIONS	
	1. FLT/OPERATIONS MANUAL	
	2. FAR'S	
	3. FLIGHT PLANNING	
	4. 4040.9	
	5. WEIGHT AND BALANCE	
	6. CHECK LIST	
B	PREFLIGHT	
	1. WALK AROUND INSPECTION	
	2. EQUIPMENT INSPECTION	
	3. COCKPIT KNOWLEDGE	
	4. TAXIING AND ENGINE RUN-UP	
C	AIRCRAFT SYSTEMS	
	1. POWER PLANT	
	2. FUEL AND OIL	
	3. HYDRAULIC AND ELECTRICAL	
	4. COMM. AND NAV.	
	5. DE-ICING AND ANTI-ICING	
	6. FIRE WARNING AND EXT.	
D	TAKE-OFF	
	1. NORMAL, V1, VR, V2	
	2. CROSS-WIND	
	3. SIM. ENGINE FAILURE	
	4. SIM. ENGINE FAILURE PRIOR V_1	
	5. SIM. ENGINE FAILURE AFTER V_1	
E	LOCAL AIRWORK	
	1. SLOW FLIGHT *	
	2. APPROACH TO STALL *	
	3. STALL RECOVERY *	
	4. UNUSUAL ATTITUDE *	
	5. STEEP TURNS *	

CATEGORY	ITEM	GRADE
F	AIRWORK "ENROUTE"	
	1. AIRSPEED AND ALTITUDE CONTROL *	
	2. HEADING CONTROL *	
	3. TRAFFIC CONTROL PROCEDURE *	
	4. USE OF COMM/NAV. EQUIP. *	
G	EMERGENCIES	
	1. SIM. ENG. FAILURE IN FLIGHT *	
	2. SIMULATED ENGINE FIRE	
	3. FEATHERING/UNFEATHERING	
	4. JET AIRSTART	
	5. SIM. CABIN/COMPART. FIRE	
	6. SIM. HYDRAULIC FAILURE	
	7. SIM. ELECTRICAL FAILURE	
	8. EMERGENCY DESCENT	
H	APPROACHES	
	1. HOLDING *	
	2. VOR ILS ADF PAR ASR, RNAV *	
	3. MISSED APPROACH *	
	4. JET PENETRATION *	
I	LANDING	
	1. TRAFFIC PATTERN	
	2. NORMAL	
	3. SIM. ENGINE OUT	
	4. CROSS WIND	
	5. REJECTED LANDING	
J	KNOWLEDGE OF A/C SURV. EQUIP.	
K	SMOOTHNESS AND COORDINATION	
L	JUDGMENT AND TECHNIQUE	
	1. FLIGHT TIME *(Hours & Tenths)*	
	2. LANDINGS *(Number)*	

FLIGHT ENGINEER ITEMS

CATEGORY	ITEM	GRADE
A	EQUIPMENT EXAMINATION *(Oral)*	
B	PREFLIGHT INSPECTION	
C	NORMAL OPERATING PROCEDURES	
D	ABNORMAL OPERATING PROCEDURES	
E	PERFORMANCE DATA & CRUISE CONTROL	
F	TROUBLE SHOOTING	
G	EMERGENCY PROCEDURES	
H	FORMS AND RECORDS	
I	POST FLIGHT	
J	CREW COORDINATION	
K	JUDGMENT	
L	FLIGHT TIME: *(Hours & Tenths)*	
M	DATE	

FLIGHT NAVIGATOR ITEMS

CATEGORY	ITEM	GRADE
A	EQUIPMENT EXAMINATION *(Oral)*	
B	EQUIPMENT CHECK	
C	PREFLIGHT PLANNING	
D	NORMAL NAVIGATION PROCEDURES	
E	KNOWLEDGE OF NAVIGATION METHODS	
F	COORDINATION OF NAVIGATION METHODS	
G	EMERGENCY PROCEDURES	
H	COORDINATION OF DUTIES	
I	CREW COORDINATION	
J	JUDGMENT	
K	FLIGHT TIME: DAY/NIGHT	
L	ROUTE OF FLIGHT FROM TO	
M	DATE	

APPLICANT HAS BEEN FLIGHT CHECKED AND FOUND QUALIFIED:

☐ IN ACCORDANCE WITH PROFICIENCY REQUIREMENTS
☐ AS PIC IN COMMAND FOR CATEGORY II OPERATIONS IN ____ TYPE AIRCRAFT
☐ AS PILOT IN COMMAND OF AGENCY AIRCRAFT *(Type____)* FOR IFR/VFR FLIGHT
☐ FLIGHT ENGINEER IN ____ TYPE AIRCRAFT
☐ AS PILOT IN COMMAND OF CATEGORY ____ RENTAL AIRCRAFT
☐ AS FLIGHT NAVIGATOR
☐ OTHER *(Specify)*
☐ AS ACADEMY INSTRUCTOR IN TYPE ____ AIRCRAFT
☐ NOT QUALIFIED *(Recommend additional time training)*

REMARKS *(Explain each unsatisfactory entry and identify strong and weak points. Attach additional sheets as necessary.* ENTRY IS REQUIRED*)*

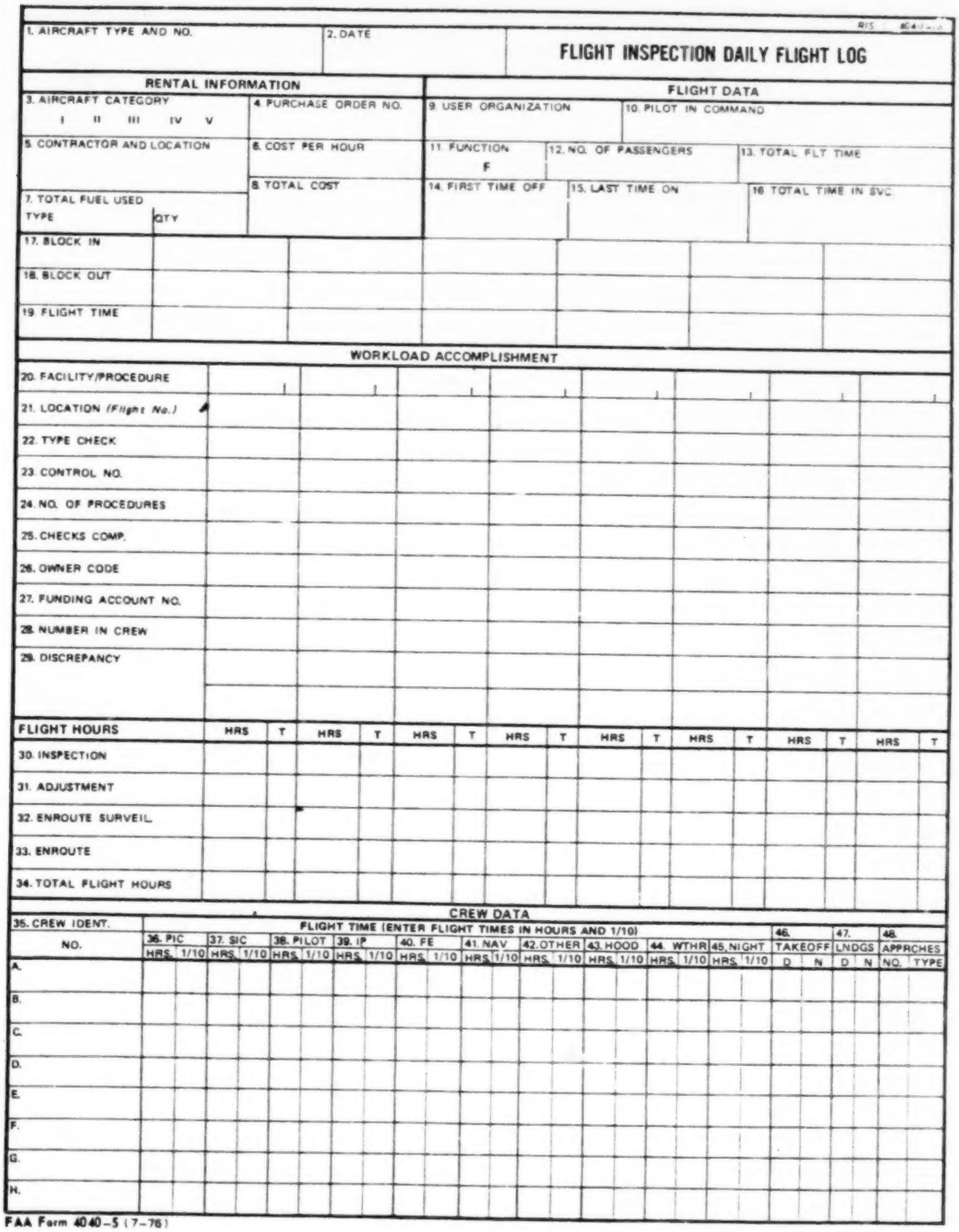
SIGNATURE OF CHECK PILOT/FLIGHT ENGINEER/NAVIGATOR

AUTHORITY TO ACT IN THIS CAPACITY

DATE

☆ U.S. G.P.O. 1980—672-662/22

FIGURE 4. SAMPLE FAA FORM 4040-5, FLIGHT INSPECTION DAILY FLIGHT LOG



RIS [illegible]

1. AIRCRAFT TYPE AND NO.
2. DATE

FLIGHT INSPECTION DAILY FLIGHT LOG

RENTAL INFORMATION

3. AIRCRAFT CATEGORY
I II III IV V
4. PURCHASE ORDER NO.
5. CONTRACTOR AND LOCATION
6. COST PER HOUR
7. TOTAL FUEL USED
TYPE QTY
8. TOTAL COST

FLIGHT DATA

9. USER ORGANIZATION
10. PILOT IN COMMAND
11. FUNCTION
F
12. NO. OF PASSENGERS
13. TOTAL FLT TIME
14. FIRST TIME OFF
15. LAST TIME ON
16. TOTAL TIME IN SVC

17. BLOCK IN							
18. BLOCK OUT							
19. FLIGHT TIME							

WORKLOAD ACCOMPLISHMENT

20. FACILITY/PROCEDURE								
21. LOCATION *(Flight No.)*								
22. TYPE CHECK								
23. CONTROL NO.								
24. NO. OF PROCEDURES								
25. CHECKS COMP.								
26. OWNER CODE								
27. FUNDING ACCOUNT NO.								
28. NUMBER IN CREW								
29. DISCREPANCY								

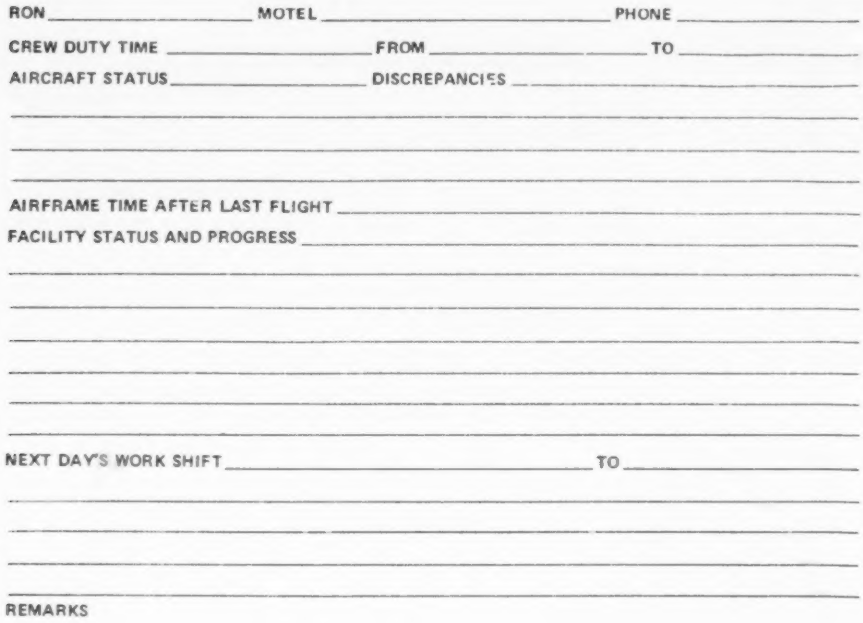
FLIGHT HOURS	HRS	T	HRS	T	HRS	T	HRS	T	HRS	T	HRS	T	HRS	T	HRS	T
30. INSPECTION																
31. ADJUSTMENT																
32. ENROUTE SURVEIL.																
33. ENROUTE																
34. TOTAL FLIGHT HOURS																

CREW DATA

35. CREW IDENT.	FLIGHT TIME (ENTER FLIGHT TIMES IN HOURS AND 1/10)																				46.		47.		48.	
NO.	36. PIC		37. SIC		38. PILOT		39. IP		40. FE		41. NAV		42. OTHER		43. HOOD		44. WTHR		45. NIGHT		TAKEOFF		LNDGS		APPRCHES	
	HRS.	1/10	HRS.	1/10	HRS.	1/10	HRS.	1/10	HRS.	1/10	HRS.	1/10	HRS.	1/10	HRS.	1/10	HRS.	1/10	HRS.	1/10	D	N	D	N	NO.	TYPE
A.																										
B.																										
C.																										
D.																										
E.																										
F.																										
G.																										
H.																										

FAA Form 4040-5 (7-76)

FIGURE 5. SAMPLE FAA FORM 4040-5, (REVERSE)



RON ____________ MOTEL ________________ PHONE ____________

CREW DUTY TIME ____________ FROM ______________ TO ____________

AIRCRAFT STATUS ____________ DISCREPANCIES ______________________

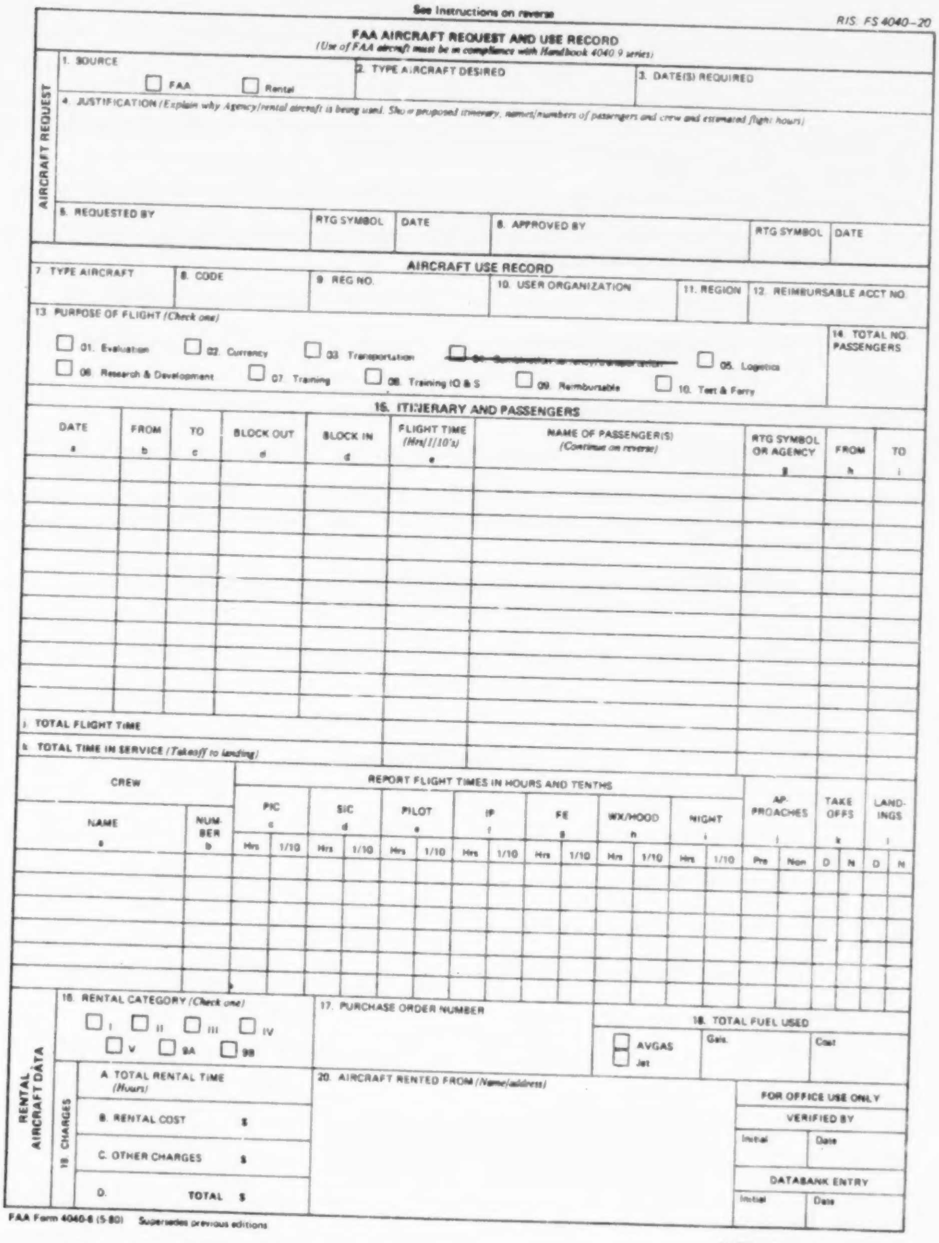
AIRFRAME TIME AFTER LAST FLIGHT ______________________

FACILITY STATUS AND PROGRESS ______________________

NEXT DAY'S WORK SHIFT ________________ TO ____________

REMARKS

FIGURE 6. SAMPLE FAA FORM 4040-6, FAA AIRCRAFT REQUEST AND USE RECORD



See Instructions on reverse

RIS. FS 4040-20

FAA AIRCRAFT REQUEST AND USE RECORD
(Use of FAA aircraft must be in compliance with Handbook 4040.9 series)

AIRCRAFT REQUEST

1. SOURCE ☐ FAA ☐ Rental
2. TYPE AIRCRAFT DESIRED
3. DATE(S) REQUIRED
4. JUSTIFICATION *(Explain why Agency/rental aircraft is being used. Show proposed itinerary, names/numbers of passengers and crew and estimated flight hours)*
5. REQUESTED BY | RTG SYMBOL | DATE
6. APPROVED BY | RTG SYMBOL | DATE

AIRCRAFT USE RECORD

7. TYPE AIRCRAFT
8. CODE
9. REG NO.
10. USER ORGANIZATION
11. REGION
12. REIMBURSABLE ACCT NO.
13. PURPOSE OF FLIGHT *(Check one)*

☐ 01. Evaluation ☐ 02. Currency ☐ 03. Transportation ~~☐ 04. Combination currency/transportation~~ ☐ 05. Logistics
☐ 06. Research & Development ☐ 07. Training ☐ 08. Training IO & S ☐ 09. Reimbursable ☐ 10. Test & Ferry

14. TOTAL NO. PASSENGERS

15. ITINERARY AND PASSENGERS

DATE a	FROM b	TO c	BLOCK OUT d	BLOCK IN d	FLIGHT TIME *(Hrs/1/10's)* e	NAME OF PASSENGER(S) *(Continue on reverse)*	RTG SYMBOL OR AGENCY g	FROM h	TO i
j. TOTAL FLIGHT TIME									
k. TOTAL TIME IN SERVICE *(Takeoff to landing)*									

CREW		REPORT FLIGHT TIMES IN HOURS AND TENTHS																			
NAME a	NUMBER b	PIC c		SIC d		PILOT e		IP f		FE g		WX/HOOD h		NIGHT i		APPROACHES j		TAKE OFFS k		LANDINGS l	
		Hrs	1/10	Hrs	1/10	Hrs	1/10	Hrs	1/10	Hrs	1/10	Hrs	1/10	Hrs	1/10	Pre	Non	D	N	D	N

RENTAL AIRCRAFT DATA

16. RENTAL CATEGORY *(Check one)*
☐ I ☐ II ☐ III ☐ IV
☐ V ☐ 9A ☐ 9B

17. PURCHASE ORDER NUMBER

18. TOTAL FUEL USED ☐ AVGAS ☐ Jet | Gals. | Cost

19. CHARGES
A. TOTAL RENTAL TIME *(Hours)*
B. RENTAL COST $
C. OTHER CHARGES $
D. TOTAL $

20. AIRCRAFT RENTED FROM *(Name/address)*

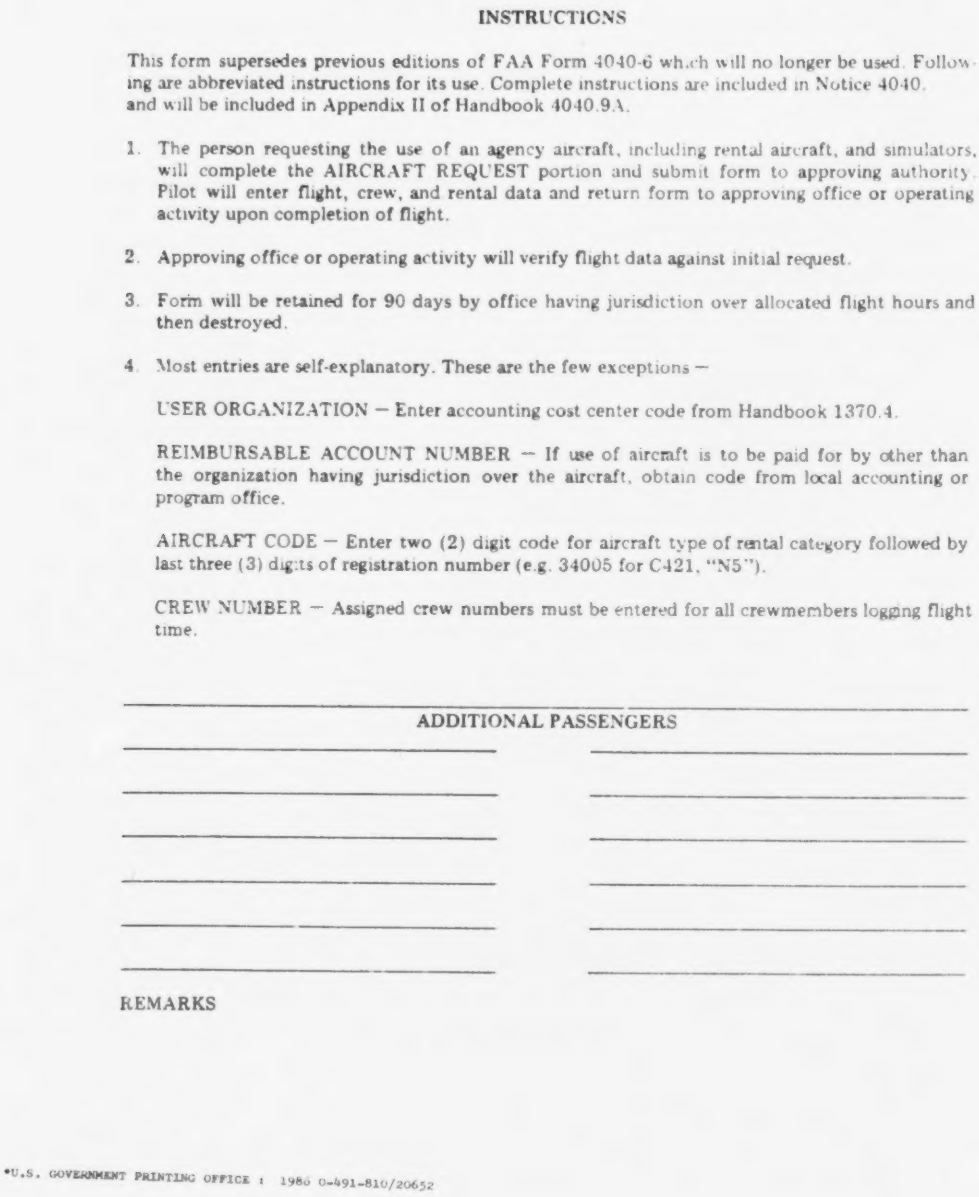
FOR OFFICE USE ONLY
VERIFIED BY
Initial | Date
DATABANK ENTRY
Initial | Date

FAA Form 4040-6 (5-80) Supersedes previous editions

*U.S. GOVERNMENT PRINTING OFFICE: 1982–570-251/202

AFTER FLIGHT: Return to approving office without delay

FIGURE 7. SAMPLE FAA FORM 4040-6, (REVERSE)



INSTRUCTIONS

This form supersedes previous editions of FAA Form 4040-6 which will no longer be used. Following are abbreviated instructions for its use. Complete instructions are included in Notice 4040. and will be included in Appendix II of Handbook 4040.9A.

1. The person requesting the use of an agency aircraft, including rental aircraft, and simulators, will complete the AIRCRAFT REQUEST portion and submit form to approving authority. Pilot will enter flight, crew, and rental data and return form to approving office or operating activity upon completion of flight.

2. Approving office or operating activity will verify flight data against initial request.

3. Form will be retained for 90 days by office having jurisdiction over allocated flight hours and then destroyed.

4. Most entries are self-explanatory. These are the few exceptions —

   USER ORGANIZATION — Enter accounting cost center code from Handbook 1370.4.

   REIMBURSABLE ACCOUNT NUMBER — If use of aircraft is to be paid for by other than the organization having jurisdiction over the aircraft, obtain code from local accounting or program office.

   AIRCRAFT CODE — Enter two (2) digit code for aircraft type of rental category followed by last three (3) digits of registration number (e.g. 34005 for C421, "N5").

   CREW NUMBER — Assigned crew numbers must be entered for all crewmembers logging flight time.

ADDITIONAL PASSENGERS

REMARKS

*U.S. GOVERNMENT PRINTING OFFICE : 1986 0-491-810/20652